

TRUSTEE APPLICATION PACK



OXFORD
PRIDE

Dear Applicant

Thank you for your interest in joining the Board of Trustees at Oxford Pride as a Non-Executive Director. Please find attached detailed requirements of a Trustee and an application form.

You will need to submit your application by post, details on where to send your completed application form can be found in the notes.

If you have any questions, or wish to have an informal chat regarding becoming a trustee, please do not hesitate to contact me on 01865 985215, or by email secretary@oxford-pride.org.uk

Kind regards

Stephanie Atherton
Secretary

BECOMING A TRUSTEE

Trustees provide an essential and legal requirement for all charitable organisations. Trustees are recruited to take overall responsibility of the organisation, ensuring that the charity delivers its charitable aims and works within both recommended and legal guidelines.

There are a number of responsibilities involved in becoming a Trustee and as such you are advised to read the publications available from the Charity Commission (www.charitycommission.gov.uk).

The Board of Trustees is made up of professional persons, proprietors, senior managers and directors. The team is lead by the Chair and supported by the Treasurer. In total there are five Trustee positions within the board.

All Board of Trustees and Management Committee are volunteers and dedicate a lot of time throughout the year to ensure the day-to-day manager of Oxford Pride.

Both the Trustees and Management Committee oversee this activity, but only the Trustees are involved in strategic decision-making.

APPLICATION PROCESS

Upon receipt of your application it will be reviewed by the Trustee appointments sub-committee and you will be invited for an informal meeting, if successful your application will be put forward to be reviewed by the Management Committee and membership base. Upon approval of both stages you will be invited to an extraordinary meeting for interim appointment.

ABOUT OXFORD PRIDE

Oxford Pride is a celebration of lesbian, gay, bisexual and transgender life in Oxfordshire. The events supporting or arranged by Oxford Pride promote awareness of LGBT issues by providing information, education and entertainment in a safe and encouraging environment. Oxford Pride is a membership based charity run by a dedicated team of volunteers.

Oxford Pride started on the spring bank holiday in 2002 to celebrate the Queen's golden jubilee, the gay pubs Jolly Farmers and Castle Tavern held a street party on Paradise Street with barbecues, games and entertainment. When far more people turned up than expected it prompted many people to talk of a organising a Pride festival in Oxford. On 3rd May 2003, Oxford saw its first ever Pride Event, held in Oxpens Field.

AIMS AND OBJECTIVES

Oxford Pride is a registered charity which organises an annual festival by and for lesbian, gay, bisexual and transgender people, encouraging the involvement of all sectors of the community, and raising funds for LGBT community organisations and charities.

Oxford Pride provides an opportunity to celebrate the pride of the LGBT community within Oxfordshire through empowerment, participation, representation, access, respect and partnership.

The objects of Oxford Pride are to promote equality and diversity for the public benefit and in particular the elimination of discrimination on the grounds of sexual orientation by:

- raising awareness of the public with regard to aspects of discrimination and the issues and difficulties affecting the lives of LGBT people;
- advance education in equality and diversity by teaching or producing materials;
- produce publications, media, public advocacy and other means of communication;
- associate with charities and community groups to maximise the effectiveness of such for the LGBT people;
- staging an annual LGBT festival;

and such other objects as are charitable under the laws of England and Wales as the trustees shall at their absolute discretion determine.

PERSONAL SPECIFICATION

We are looking for strong, dynamic, driven individuals to drive Oxford Pride forward and ready for the future. You should have a good understanding of what the role of a Trustee entails and its importance to the governance of the organisation.

Ideally you will come from a professional or business background in the voluntary, public or private sector and have organisational and management experience. A background in fundraising, finance, corporate sponsorship, working with community groups or young people would be particularly useful to complement the current skills base of the board.

TIME COMMITMENT

Trustees meet on a 2-monthly basis between 18:00 and 18:45 on the 3rd Tuesday of the month and Management Committee meetings every 3rd Tuesday of the month between 19:00 and 21:00. We ask that prospective Trustees are able to commit themselves to at least 5 of the 7 Board of Trustees meetings and 10 of the 12 Management Committee meetings.

Trustees are also allocated to various sub-committees to make specialist decisions and proposals to present to the remaining trustees. This generally would require some further time commitment every other month or as when required. Trustees should also be available to offer advice and support to fellow trustees, Chair and Treasurer.

Oxford Pride operates both within standard office hours and outside in the evenings and weekends including bank holidays. Trustees may be required to attend meetings at any period and we ask that Trustees hold employment the supports flexibility.

In addition, you would need to be available for the duration of the Festival in June and for meetings such as resident's consultations, planning meetings, budget meetings if and when required.

Trustees are appointed at an Extraordinary Meeting on an interim basis until the next Annual General meeting before being appointed for the full two year term.

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PERSONAL DETAILS

Title	
Forenames(s)	
Surname	
Date of Birth	
Email	
Mobile	
Home Address	

EMPLOYMENT

Current Employer	
Job Title	
Duties	

Previous Employer	
Job Title	
Duties	



OTHER RELEVANT EXPERIENCE

Please use this space to let us know about other relevant experience. Examples could include being a trustee of another charity, a director of an organisation or serving on the committee of a community group.

Organisation	
Position Held	
Duties	

Organisation	
Position Held	
Duties	

KEY SKILLS

Which of these key skills would you bring to the Board? You should indicate your competency on a level of 1-3, 1 being limited experience, 2 being competent and 3 being extremely experienced.

Financial Management, Budget Setting and Accountancy	
Company and Charity Law	
Marketing and Communications	
Legal	
Community Engagement	
Personnel	
Fundraising	
Risk Management and Health and Safety	



OTHER KEY SKILLS AND EXPERIENCE

Please indicate any other skills or experience that may be relevant to the role of Trustee.

MOTIVATION

Please write a short paragraph of why you are applying to become a Trustee, how you will use your skills to develop the charity's current activities and to expand its annual LGBT festival.

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REFERENCES

Please give the details of two referees who can verify your good character and support your application. Referees may not be a family member.

REFEREE ONE	
Full Name	
Relationship	
Years Known	
Email	
Telephone	
Address	

REFEREE TWO	
Full Name	
Relationship	
Years Known	
Email	
Telephone	
Address	

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LEGAL BIT

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement;
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.

I confirm that the information supplied within this application is true and accurate. I have read and understood the requirements of becoming a trustee should my application be successful.

Signed	
Print Name	
Date	

Please address your application PRIVATE & CONFIDENTIAL and return to secretary@oxfordpride.uk