



Chinese In Wales Association  
Arts Wing, Swansea Grand Theatre,  
Singleton Street, Swansea ,SA1 3QJ  
Tel +44 (0)1792 469919  
www.chineseinwales.org.uk  
Email: info@chineseinwales.org.uk

Cymdeithas Tsieiniaidd yng Nghymru  
Adain y Celfyddydau, Theatr y Grand Abertawe,  
Stryd Singleton, Abertawe, SA1 3QJ  
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## **Trustee Application Form**

Please read the Trustee Role Description and the Code of Conduct before completing this form.

### **Personal details**

Title:	
First name(s):	
Surname:	
Address (for correspondence):	
Postcode	
Tel:	Mobile:
Email:	

### **Interest and motivation**

1. Please explain why you would like to apply for the position of trustee of Chinese In Wales Association (CIWA).



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### Employment history

2. Please list below, details of employment history including your current position and employer.  
(You may wish to attach a separate CV to the application form).

### Relevant expertise

3. Please provide any further information, including relevant memberships, board level positions, qualifications held or other relevant expertise which you feel may be relevant to this application.



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## References

4. Please supply us with the names and contact details of two referees that we may contact.

Name:
Address:
Postcode:
Tel: (daytime)
Email:

Name:
Address:
Postcode:
Tel: (daytime)
Email:

## DECLARATION

I declare that: (\* please delete as appropriate):

- I am / am not\* an undischarged bankrupt
- I have / have not\* previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am /am not\* under a disqualification order under the Company Directors' Disqualification Act 1986
- I have / have not\* been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am / am not\*, in the light of the above, disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed \_\_\_\_\_

Date \_\_\_\_\_



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Thank you for completing this application form and for your interest in becoming a Trustee of Chinese In Wales Association.

This form should be marked 'Confidential' and returned to **Chinese In Wales Association, 2<sup>nd</sup> Floor, Arts Wing, Swansea Grand Theatre, Singleton Street, Swansea, SA1 3QJ**

Or please email the completed form in PDF format to Chairperson Shirley Au-Yeung:  
**shirley@chineseinwales.org.uk**

*Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of selection of trustees.*



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**Collectively, CIWA trustees should possess a variety of expertise/skills and personal qualities, and should reflect the diversity. This checklist helps identify individual areas of expertise, skills, and other qualities. Please check all that apply.**

PROFESSIONAL SKILLS/EXPERTISE:		OTHER QUALITIES:	
Organizational Management		Service User	
Finance		Community Supporter/Believes in Mission	
Accounting		Previous Library Board Experience	
Banking and Trusts		Leadership Skills	
Investments		Willingness to Work	
Fund Raising		Willing to Make Tough Decisions	
Law/Legal		Willing to Serves as Officer/on Committees	
Marketing			
Public Relations		Continuing Board Development	
Publicity		Willing to Attend Workshops/Conferences	
Personnel/Human Resources		Commitment to Intellectual Freedom	
Physical Facilities/Construction		Commitment to Equal Access	
Real Estate			
Strategic Planning			
Technology			
Other: <i>specify</i>			

DIVERSITY PROFILE:		DIVERSITY PROFILE, continued:	
Age:		Education:	
18-30		Graduate Degree or higher	
31-40		Undergraduate Degree	
41-50		Vocational/Technical College	
51-60		Some College	
60+		High School Graduate	
Racial/Ethnic Background		Community Connections:	
Black		Corporate	
Caucasian		Community Service Group/Club	
Hispanic/Latino		Cultural Groups	
Native American		Disability	
Other: <i>specify</i>		Economic Development Organization	
		Educational Organization	
Geographic Location:		Media	
		Governmental/Political	
East end of Wales		Religious Organization	
Sound end of Wales		Small Business	
West end of Wales		Social/Family Service	
North end of Wales		Other: <i>specify</i>	



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## TRUSTEE ROLE DESCRIPTION

The statutory duties of a Trustee:

### Main duty

Under charity law CIWA Trustees have and must accept the ultimate responsibility for directing the affairs of CIWA, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. In law trustees of CIWA have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

#### Duty of care — Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that CIWA is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to CIWA, or where the trustees may be in breach of their duties.

#### Duty of compliance — Trustees must:

- Ensure that CIWA complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that CIWA does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of CIWA.
- Act with integrity, and avoid any personal conflicts of interest or misuse of CIWA funds or assets.

#### Duty of prudence - Trustees must:

- Ensure that CIWA is and will remain solvent.
- Use CIWA's funds and assets reasonably, and only in furtherance of CIWA's objects.
- Avoid undertaking activities that might place CIWA's endowment, funds, assets or reputation at undue risk.
- Take special care when investing CIWA's funds, or borrowing funds for CIWA to use.



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## **Specific duties of Trustees of Our Celebration:**

### **Vision, values and strategic direction**

- To contribute actively to the board of trustees' role in giving firm strategic direction to CIWA, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that CIWA seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of CIWA
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, CIWA's vision and values
- To be aware of current issues relating to recovery from mental ill-health

### **Performance management**

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor his/her performance
- To safeguard the good name and values of CIWA

### **Compliance**

- To ensure that CIWA complies with all legal and regulatory requirements
- To ensure that key risks to CIWA are identified and effectively managed and that professional advice is sought and considered where appropriate

### **Prudent management of assets**

- To ensure the financial stability of CIWA through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

### **Good governance**

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity



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## TRUSTEE PERSON SPECIFICATION

CIWA works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. CIWA Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

### Personal competencies

CIWA Trustees are expected to demonstrate the following personal competencies:

#### ESSENTIAL

##### Commitment

1. Ability to understand and accept the duties and liabilities of being a charity Trustee.
2. Empathy with the vision, mission and aims of CIWA
3. A willingness and ability to devote the necessary time and effort

##### Focus

4. Ability to think and apply knowledge strategically
5. Ability to think creatively
6. Ability to keep mission-focused
7. Ability to analyse and evaluate management information and other evidence
8. Willingness to listen and learn

##### Communication and team working

9. Ability to communicate clearly and sensitively and to take an active part in discussions
10. Ability to influence and engage
11. Ability to work effectively in a group
12. Willing to express their own opinion in a reasoned way, while also listening to the views of others
13. Ability to challenge constructively and ask questions appropriately

##### Accountability

14. Ability to exercise sound and independent judgement
15. Willingness to make and stand by collective decisions, including those which may be unpopular
16. Ability to manage difficult and/or challenging situations
17. Ability to maintain confidentiality on confidential and/or sensitive information





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## Skills and experience

### DESIRABLE

CIWA wishes to see the following knowledge, skills and experience represented on its Board. All Trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Board at the time as identified through a skills audit.

- Senior level strategic management experience within a third, commercial or public sector organisation.
- Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation.
- Experience at senior level of financial management
- Experience at senior level of strategic human resources or organisational development.
- A professional qualification and significant practitioner experience in an area of relevance to CIWA such as accountancy, charity law, project or programme management.
- Knowledge and experience of public policy formulation and influencing techniques across local, regional or national government.
- Knowledge and experience of marketing or public relations in the third sector.
- Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.
- Experience at a senior level of developing and delivering services to minority groups which promote inclusion, equal opportunities and diversity.



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## Code of Conduct for Trustees

### Trustee Code of Conduct

#### Introduction

At CIWA, the Trustee Board, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

We use our values to describe the way we want to be, and how we want to be seen by everyone who comes into contact with us.

We believe in providing **care** for people who come to us. We will **accept** them as individuals and **respect** their beliefs, needs and wishes.

We aim to provide a **happy** environment in which to **encourage** recovery and progression.

#### Accountability

Everything CIWA does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

#### Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within CIWA and equally when dealing with individuals and institutions outside it.

#### Transparency

CIWA strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

#### Law, mission, policies

- I will not break charity law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.



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## Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

## Person to person

- I will not break charity law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

## Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chief Executive or Chair.
- When prior consent has not been obtained, I will inform the Chair or Chief Executive at once when I have spoken as a trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

## Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.



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## In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by (organisation).
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.
- I will work to avoid conflict in the boardroom and seek external support to do this when necessary.

## Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive in his/her executive role and, with my fellow board members, seek development opportunities for him/her.

## Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Full Name :

Signed :

Date :

*This Code of Conduct was adapted from NCVO's publication Best Behaviour: Using trustee codes of conduct to improve governance practice*