

Shadow Board Trustees for MonLife

The shadow board, along with the Interim Project team will determine the best preparations and direction for the new charity and develop a sustainable future for Tourism, Leisure, Culture and Youth services in Monmouthshire. The responsibility of the shadow board of trustees will be to take forward the project with vision, courage and imagination.

The shadow board will be a team with the commitment, skills, experience and well-established networks to lead the new charity. It will be well balanced with members of different ages, genders and areas of expertise, and with strong links in Monmouthshire and surrounding areas.

The shadow board will take ultimate responsibility for directing the affairs of the new charity, ensuring it sets and achieves a clear vision, mission and strategic direction as the trust develops. The Shadow Board will continue to work closely with the Interim Project Team to formulate and refine the ethical, social and community aims of the new organisation.

The relationship between the authority and the new organisation will be set out through Management and Grant Agreements, which will also define levels of transitional and ongoing support from the authority. These agreements, to be finalised by the Shadow Board, Interim Project team and MCC Liaison Officer, will set out the authority's commitment to financially, logistically and operationally support the new trust.

We will aim to appoint the chair and board members (9 in total) during July 2018 so they can play a meaningful shadow role before the trust officially begins to operate from the end of 2018. Successful applicants will join as part of the shadow board with the expectation that they go on to form the inaugural board of Trustees at the appropriate time.

Full support will be provided to the trustees from the Interim Project Team and resources will be made available to ensure that they can secure independent advice where necessary.

Skills Set for Shadow Board

Category	A - Essential Criteria	B - Desirable Criteria
Experience	<p>A.1 Good track record in business or community management</p> <p>A.2 Knowledge of the cultural, learning and / or leisure sector in Monmouthshire</p> <p>A.3 Working as part of a Board or Senior Management Team</p>	<p>B.1 Leading a team within a company or community organisation</p> <p>B.2 Fund raising experience</p> <p>B.3 Understanding of corporate governance issues including risk management</p> <p>B.4 Development of strategic policy</p>
Skills	<p>A.4 Relevant skills to contribute to the development of the company; we are particularly looking for skills in finance; legal, personnel, marketing, ICT, property, charity work, and general management</p> <p>A.5 Analytical skills to understand subject matter that may be complex from written and verbal sources</p> <p>A.6 Effective communication skills including the ability to listen to other opinions to form a balanced view and to challenge and debate in a constructive manner.</p> <p>A.7 Ability to contribute effectively to the work of a team or Shadow Board for the benefit of the organisation</p>	
Personal qualities	<p>A.8 Commitment to the success of the charitable objects of the company</p> <p>A.9 Good team player</p> <p>A.10 Able to act effectively as an ambassador for the company</p>	<p>B.5 Commitment to the wellbeing of Monmouthshire</p> <p>B.6 Positive outlook and approach</p>
Other requirements	<p>A.11 Resident in Monmouthshire or connection with the area</p> <p>A.12 Must be prepared to attend evening meetings</p>	<p>B.7 Appreciation of the status and operation of a charitable organisation</p> <p>B.8 Appropriate skills and experience to represent the diverse geographical nature of Monmouthshire</p>
Additional requirements for Board Chair	<p>A.13 Able to act effectively as main ambassador for the company</p> <p>A.14 Able to plan and conduct Shadow Board meetings effectively</p> <p>A.15 Previous Board or similar experience</p>	<p>B.9 Developed leadership skills</p> <p>B.10 Able to maintain an overview of company performance and development and advise accordingly</p> <p>B.11 Good management skills</p>

Please state why you have applied for the position of Trustee and what contribution / specific skills and experience you would expect to make to MonLife.

Please provide details of any other business interests, membership of organisations, or commitments to public duties.

<i>Organisation</i>	<i>Role</i>	<i>Term (Years)</i>	<i>Start Date</i>	<i>End Date</i>

References

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Email Address:	Email Address:
Daytime Telephone Number:	Daytime Telephone Number:
In what capacity does this person know you?	In what capacity does this person know you?

DECLARATION OF ELIGIBILITY FOR TRUSTEE

Declaration:

I declare that I am not disqualified from acting as a charity trustee and that:

- I am aged 18 years and over at the date of appointment;
- I am capable of managing and administering my own affairs;
- I do not have an unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement);
- I am not subject to a disqualification order under the Company Directors Disqualifications Act 1986 or to an Order made under section 429(b) or the Insolvency Act 1986;
- I have not been removed from the office of charity trustee for a charity by an Order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement;
- I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000;
- I am not disqualified under the Vetting and Debarring Scheme (DBS).

Signed _____ **Date** _____

Print Name: _____