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**Application to Become a Trustee of St Abbs Lifeboat**

**Background**

St Abbs Lifeboat is a Scottish Charitable Incorporated Organisation (SCIO) and its purposes are laid out in its constitution as follows:

1. To provide inshore lifeboat coverage from St Abbs for all users of the coastline around St Abbs
2. To educate and promote safe recreational and professional use of the waters and coastline in and around St Abbs
3. To encourage wider sea use, both recreationally and commercially.

The original constitution was reviewed and signed by all Trustees in 2023 and a copy is lodged with the Scottish Charity Regulator (OSCR).

The SCIO is governed by a Board of Trustees which operate under OSCR’s guidance and regulations. There are currently seven Trustees. A register, including Trustee’s declared interests, is kept by the Secretary. The current Trustees are : Alistair Paul Crowe (Chair), Ruth Hair (Treasurer), John Lamont (MP), Jamie Miller, Stephen Nesbitt, Barry Shaw (Secretary) and David Wilson.

The Board operates under a set of written rules (Trustee Terms of Reference) and have put together a Management Plan for the SCIO – both these documents can be made available to potential applicants. The role is entirely voluntary and no renumeration is paid to any Trustee, officer, crew member or volunteer. The Trustees elect the chair and have appointed a treasurer and a secretary who undertake the financial and administrative functions. The Board meets 4 times a year, usually in the evenings and use of Microsoft Teams is making it easier for all trustees to attend whatever their commitments. The AGM is open to the public and is the main mechanism for reporting annual progress to supporters and members of the public.

**Role of Trustees**

The overall responsibility of the Board of Trustees is to provide direction and stewardship of St Abbs Lifeboat SCIO for the benefit of current and future users, by:

* Setting the vision, mission, values and strategic direction of the SCIO, ensuring that the constitution and rules that govern the SCIO remain fit for purpose and are reviewed at least every three years.
* Monitoring and communicating performance to all stakeholders and ensuring that there is a common understanding of performance by Trustees and volunteers.
* Acting as the guardians of the SCIOs assets, both tangible and intangible, taking all due care over their security, deployment and proper application, ensuring that there are annual operational plans and budgets, with a supporting fundraising strategy.
* Identifying all major risks to the SCIO, reviewing these at every meeting and putting a system in place to mitigate or minimise these risks.
* Ensuring that the SCIO complies with all constitutional, legal, health & safety and regulatory requirements and that there is regular review of the external environment for changes that might affect the SCIO.
* Ensuring that the SCIO has effective policies and processes in place to recruit, train and develop volunteers.
* Recording the Board’s delegated authority by terms of reference for board committees, job descriptions for officers, trustees and key volunteers, and ensuring that reporting procedures back to the Board are recorded in writing and complied with.
* Ensuring that the Board has the mix of skills and experience it requires to govern the SCIO well, or has access to relevant external professional advice and expertise.
* Ensuring that the SCIO’s governance is of the highest possible standard.

**Skills Required by the Board**

The Board of Trustees for St Abbs Lifeboat is required, collectively, to have a wide variety of skills in areas such as:

* Administration
* Committee Board meetings & facilitation
* Charity/Organisational governance
* HR & Training
* Medical
* Search & Rescue Work
* Seafaring
* Health & Safety / Risk Assessment
* Legal
* Charity, public or company finance
* Fundraising / income generation
* Management
* Project Management (and asset management)
* Enterprise / Business Development
* Digital & PR (social media/web/comms)

The Board has recently undertaken a skills audit of all current Trustees and, in line with the SCIO’s policy on Trustee recruitment, has resolved to seek Trustees with the following specific skills:

* Health & Safety / Risk Assessment
* HR & Training
* Medical
* Legal

Appointed trustees will be asked to take on specific areas of work in these four areas as their portfolio and specific area of responsibility.

In addition, Trustees are expected to possess the following personal skills and values:

* A commitment to the organisation.
* A willingness to devote the necessary time and effort.
* Strategic vision.
* Good, independent judgement.
* An ability to think creatively.
* A willingness to speak their mind.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.
* An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.

**How to Apply**

* For an informal chat about the role of Trustee, please contact Barry Shaw (secretary) using the contact details below.
* Please complete the attached application form and return it to Barry Shaw before 11th July 2024.
* Shortlisted applicants will be asked to an interview with a number of Trustees at a mutually convenient time.
* The Board of Trustees will unanimously agree on all applications before appointment is confirmed.
* Once recruited, new trustees will be given a full induction and supplied with all the SCIO’s policy documentation.

**Contact Details:**

Barry Shaw 07888 735340 for an informal chat

Application forms should be sent to [secretary@stabbslifeboat.org.uk](mailto:secretary@stabbslifeboat.org.uk) on or before 11th July.

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**TRUSTEE APPLICATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Address |  | | | Post Code | |
| Preferred Contact Tel |  | | | | |
| Preferred Contact Email |  | | | | |
| Occupation (current or most recent if retired) |  | | | | |
| Relevant Qualifications |  | | | | |
| Which of the following skills or experience could you bring to the Board? | Please indicate against each relevant area whether it is your Primary skill where you can provide leadership by writing ‘P’, or a secondary skill where you have experience, by writing ‘S’. | | | | |
|  | P/S |  | | P/S |
| Administration |  | Committee Board meetings & facilitation | |  |
| Charity/Organisational governance |  | HR & Training | |  |
| Medical |  | Search & Rescue Work | |  |
| Seafaring |  | Health & Safety / Risk Assessment | |  |
| Legal |  | Charity, public or company finance | |  |
| Fundraising / income generation |  | Management | |  |
| Project Management (and asset management) |  | Enterprise / Business Development | |  |
| Digital & PR (social media/web/comms) |  |  | |  |
| **Please provide a personal statement to include the following:**   * why you want to become a trustee of St Abbs Lifeboat * how you can, based on your experience, provide leadership in any of the four areas of specific skills sought (Health & Safety / Risk Assessment, HR & Training, Medical & Legal) * how you think your personal skills would enable you to fulfill the role of a Trustee.   **Please provide your personal statement in typewritten form on a separate sheet.** | | | | | |

**Trustee Declaration**

I declare that:

* I am willing to act as a charity trustee of the above named organisation.
* I understand the organisations purposes and rules set out in its governing document.
* I am aware of my duties and responsibilities as a charity trustee in terms of section 66 of the Charities and Trustee Investment (Scotland) Act 2005 (‘the 2005 Act’).
* I am not disqualified from being a charity trustee in terms of the 2005 Act – that is:
  + I am not an undischarged bankrupt
  + I have not granted a Protected Trust Deed (PTD)
  + I do not have an unspent conviction for an offence involving dishonesty
  + I do not have an unspent conviction for an offence under the 2005 Act
  + I have not been removed by the Court of Session under the 2005 Act (or earlier legislation) from being a charity trustee or being concerned in the management or control of any charity or body
  + I have not been removed from being a charity trustee due to misconduct or mismanagement
  + I have not entered into an individual voluntary arrangement (IVA) to pay off debts with creditors. (This only applies to trustees living in England or Wales)
  + I am not disqualified from being a company director.
* I understand that it is an offence under section 26 of the 2005 Act to knowingly or recklessly provide false or misleading information.

Signature ………………………………………………………………………. Date………………………………………………

Please return this form, along with your written statement to [secretary@stabbslifeboat.org.uk](mailto:secretary@stabbslifeboat.org.uk) before 11th July 2024.