**TRUSTEE APPLICATION FORM**

**2019 TO 2021**

If you would like to apply to be a trustee please read the information leaflet that explains what you need to do to be a Trustee.

There are 3 ways to apply:

1) Fill out the application form

2) Make your own video

3) Let us help you

Further information on how to apply is on page 4.

**Trustee Categories**

We have 2 categories of Trustee membership:

1) **Community of Interest** – for representatives from a full member organisation.

Please tick which Community of Interest vacancy you wish to apply for:

|  |  |
| --- | --- |
|  | Family Support Providers (2 seats available) |
|  | Supported Employment (1 seat available) |
|  | Self Advocacy (1 seat available) |
|  | Family Carers (1 seat available) |

Name of full member organisation nominating you:

**Or**

2) **Open seats** – for others with a committed interest in our work

Do you wish to apply for one of the 3 vacancies in our **Open Seat** category as an interested individual?

**Contact Details for all applicants**

Name:

Address and Postcode:

Email Address:

Telephone Number:

Mobile Number:

Date of birth: (you must be aged 18 years or over)

**What skills you can bring?**

We want our trustees to have a variety of skills and experience. What skills can you bring?

|  |  |
| --- | --- |
|  | Knowledge of learning disability |
|  | Being a self advocate |
|  | Caring and/or speaking up for others |
|  | Managing a service or organisation |
|  | Knowledge of other disabilities |
|  | Making decisions for a group or organisation and checking how we are doing (governance) |
|  | Employing or supporting staff (human resources) |
|  | Managing money in an organisation (finance) |
|  | Helping an organisation to work with and treat all people fairly (Equal Opportunities) |
|  | Managing change in an organisation |
|  | Helping an organisation run (administration) |
|  | Getting government and agencies to listen (campaigning) |
|  | Working with the media and/or knowledge of social media |
|  | Explaining and advertising what an organisation does (marketing) |
|  | Finding out about activities and organisations (research) |
|  | Providing ideas about how services or organisations could improve (policy development and implementation) |
|  | Working together with other organisations (networks/alliances) |
|  | Training people |
|  | Being able to speak and understand Welsh |

Others:

**Tell us about yourself**

This is the part of your application that is shown at our AGM to help members vote for new Trustees.

We would like you to answer the 3 questions on the following page. There are 3 ways you can do this:

1) **Fill out the form**

Then send it back to us with a photograph of yourself by post or email to [joanne.moore@ldw.org.uk](mailto:joanne.moore@learningdisabilitywales.org.uk).

2) **Make your own video**

Use a phone with a camera, or a tablet (for example an ipad). When you have made your video (no more than 3 mins) you can email it to [joanne.moore@ldw.org.uk](mailto:joanne.moore@learningdisabilitywales.org.uk).

If the video file size is too large you will need to save it to a pc or mac and follow the steps below.

**Use a video camera or webcam**

When you have made your video save it on your pc then:

* upload your video to YouTube or Vimeo. If you already have an account then you can add it onto your account or you can make a free account.
* send a link to the video to [joanne.moore@ldw.org.uk](mailto:joanne.moore@learningdisabilitywales.org.uk)

If the above are not available to you or you don’t want to create an account here’s an easy way to send your video file:

1. Go to [www.wetransfer.com](http://www.wetransfer.com)  (no registration needed)
2. Add your file
3. Add the send to address [joanne.moore@ldw.org.uk](mailto:-joanne.moore@learningdisabilitywales.org.uk)
4. Add your email address and any message, then press TRANSFER

3) **Let us help you**

Visit LDW offices in Cardiff and we will help you complete the form or prepare a video.

**Questions**

1. Why do you want to become a Trustee of Learning Disability Wales?
2. Tell us about the skills and experience that you can bring to the role of Trustee. This could be in a paid job, as a volunteer, your experience as a person with a learning disability, or as a family carer or your experience as a member of another committee/group?
3. Are there any things that we do that you have a special interest in and would like to become more involved in?

3. Are there any things that we do that you have a special interest in and would like to become more involved in?

Do you think you may need support to do this job? Yes No

**Reference**

We will ask for a reference before your application is brought to our AGM.

Please provide details of the representative from the Full Member Organisation that has nominated you, or if you have applied for the Open Seat details of someone who knows you.

Name of referee:

Job Title:

Contact address and postcode:

Email and Telephone:

Relationship:

**Declaration**

Please complete this.

I confirm that I am eligible to be a Trustee and Director of the Company:

Signed:

Date:

**Please return by 31 October 2019 to:**

Learning Disability Wales, 41 Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff, CF14 5GG

****joanne.moore@ldw.org.uk

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**Thank you for your interest**