**TRUSTEE APPLICATION FORM**

**2019 TO 2020**

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, or

2) Make your own video, or

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 (1 seats available) |
|  | Family Carers (1 seat available) |

Name of full member organisation nominating you:

**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**, or

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, or**

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?

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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 Board of Trustees.

Please provide details of the representative from the Full Member Organisation that has nominated 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 11 February 2020 to:**

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

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

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029 20681160

**Thank you for your interest**