**Application to become a Director and Trustee of the Forest School Association**

**Important Information for all applicants**

According to our constitution, one third of our directors must stand down each year. If no directors wish to step down voluntarily then these should be the longest serving directors.

*“one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office.”*

There are a total of 12 places on the board. At time of writing we have 8 directors:

Louise Ambrose

Kathryn Barton

Sara Collins, (Deputy Chair)

Jon Cree, (Treasurer)

Elly Dolan

Lily Horseman, (Chair)

Geoff Mason, (Company Secretary)

Jo Phillips

Therefore, 3 directors must stand down at the end of the AGM. Elly Dolan has said that she will be stepping down this year and not re-standing. As the longest serving directors since last election Lily Horseman and Sara Collins will re-stand for election as it has been three years since they were elected to the board (2014).

Therefore, there are likely to be at least 7 places available on the board by the AGM (existing directors formally stand down at the end of the AGM).

According to our constitution directors are elected by ordinary resolution (a vote). This may happen at the AGM but we always hold an electronic vote to ensure that the maximum number of eligible members can participate. Members will also be able to vote in person at the AGM if they have not already voted electronically.

**Director recruitment and selection**

The FSA became a charity in 2014. According to the charity commission ‘charities have a responsibility to ensure that prospective trustees understand the responsibilities they are taking on and can be relied on to carry them out responsibly. They must be adequately vetted’.

So, while our constitution says that the membership must vote on the appointment of new directors, if the FSA wishes to have charitable status then it must be able to demonstrate effective vetting of new directors. Therefore, prospective candidates must have the full confidence of the current board (who have legal responsibility for the good running of the organisation) before they will be put forward to stand for election.

To gain board confidence and approval to stand in the election candidates must submit to the following:

1. Application form expressing interest in taking on the role and a declaration from the prospective trustee that they are not disqualified from acting as a charity trustee.
2. A search against the Individual Insolvency Register.
3. A search against the register of disqualified directors.
4. A search against the register of all persons who have been removed as a charity trustee either by the commission or by an Order of the High Court since 1 January 1993.
5. Providing satisfactory references
6. Interview via Skype with existing Trustees

Company accounts and a position statement will be made available to candidates prior to interview to ensure that they have an understanding of the charity’s position and are in a position to ask questions. However, current trustees must be satisfied that prospective trustees understand the responsibilities they are taking on and can be relied on to carry them out responsibly. Feedback will be given to prospective trustees after the interviews.

We invite members to consider whether or not they may wish to put themselves forward to stand as a director/trustee. Voting will start on **22nd December 2017** and so candidates should submit electronic application forms before **1st December 2017** so that we have time to undertake the necessary checks and arrange interviews.

Positions are available to all FSA members (unless they are disqualified from holding a directorship/trusteeship, or have failed to adhere to all of our organisation’s governing documents and legal obligations (the FSA Professional Code of Conduct, Memorandum and Articles, the legal requirements and responsibilities of a Director/Trustee as directed by Companies House in the Companies Act 2006 and by the Charity Commission as directed by the Charities Act 2011).

Directors/Trustees are expected to put in their own time to both steer the organisation strategically and to get involved with work ‘on the ground’ (see below for more details)

The board is looking in particular for new directors with experience/expertise in the following priority areas;

***Secretarial*** – leading on reporting to the charity commission and companies house and to provide support for the chair in organising meetings and exchange of information within the board.

***Finance*** – we are looking for someone who has experience with budgets and financial reporting and keeping an overview of an organisation’s financial resources.

We are also looking for directors who may have elements of the following, which could include working within other organisations where communication with members or fundraising has been part of their role.

***Fundraising*** - we require a director with proven experience and track record in both fundraising strategies oversight in fundraising. This should also include experience in raising funds through channels such as HLF, charitable trusts, crowd source funding etc.

**We also need someone to represent the board and lead on a key work area: The FSA Recognised Forest School Provider membership scheme.**

If you are keen to contribute and feel you do not necessarily have any of the above skills or experience, but are willing to contribute, and learn on the job, as it were, please do call us to clarify the roles and gain more information.

**About the board of directors**

The FSA board of directors/trustees is the strategic and working body that provides both direction and day-to-day work for the FSA. The FSA is also supported by a part-time paid acting CEO (Gareth Davies) and a part time paid development officer (Lisa Pearce).

**A Director’s commitment**

Our directors are expected to:

* Work within the FSA Memorandum and Articles of Association ([www.forestschoolassociation.org/fsa-structure-and-constitution/](http://www.forestschoolassociation.org/fsa-structure-and-constitution/)) and the FSA aims (http://www.forestschoolassociation.org/the-forest-school-association/)
* Be an active part of a professional working organisation, in which voluntary time is crucial to continuing evolution of the organisation.
* Attend monthly board meetings (usually via skype), and any additional meetings as needed.
* Input to working groups on a regular basis.
* Be responsible for contributing to and leading areas of work which may include recruiting and working with volunteers, identifying key tasks that relate to the business and action plans and report regularly to the whole board
* Attend face to face board meetings bi-annually or as required.
* Abide by the FSA code of conduct ([www.forestschoolassociation.org/members-code-of-conduct](http://www.forestschoolassociation.org/members-code-of-conduct)) and by the Companies Act 2006 (<http://www.legislation.gov.uk/ukpga/2006/46/part/10/chapter/2>) and by the Charities Act 2011 (<http://www.legislation.gov.uk/ukpga/2011/25/section/221> )
* Plan to sit on the board for up to three years.
* Take legal status of director of the FSA company and to become a legal trustee of the charity.

If you are interested in standing, please fill in the form below, which in effect will be your manifesto, and email to enquiries@forestschoolassociation.org by **December 1st 2017**. We MUST also receive the signed original copy of this form by, **December 20th** at our registered office address below, for your application to be considered valid. Please note – it is the individual`s responsibility to check their application has been received.

THIS INFORMATION WILL BE MADE AVAILABLE TO ALL FSA MEMBERS

**Application to become a Director and Trustee of the Forest School Association**

Full Name:… ……………………………………………………………………………

Organisation/Freelance:…………………………………………………………………………….

(If you are involved with any organisation – please state the name of the organisation and position held).

Sector Experience/Skills (please rate, with X, each from 0 to 3: 0 = no experience, 1 = general background/experience, 2 = Strong relevant experience, 3 = direct relevant experience):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sector Experience** | 0 | 1 | 2 | 3 |
| Early Years Forest School |  |  |  |  |
| Primary Years Forest School |  |  |  |  |
| Secondary Years Forest School |  |  |  |  |
| Special Needs Forest School |  |  |  |  |
| Play Sector |  |  |  |  |
| Environmental Organisations involvement with Forest School |  |  |  |  |
| County Council Forest School |  |  |  |  |
| Academic Research for Forest School/Higher Education |  |  |  |  |
| Outdoor learning |  |  |  |  |
| Forest/Woodland management |  |  |  |  |
| Forest School Training |  |  |  |  |
| Other (please specify) |  |  |  |  |
| **Skills** |  |  |  |  |
| Media/Communications including social media |  |  |  |  |
| Business/Marketing |  |  |  |  |
| Fundraising |  |  |  |  |
| Events |  |  |  |  |
| Public Speaking |  |  |  |  |
| Other (please specify) |  |  |  |  |

Please indicate which role you would like to apply – job descriptions for the Treasurer and Company Secretary are attached.

|  |
| --- |
| **Directors**  |
| **Post** | **I would like to apply for this post on the FSA Board** (please tick) |
| Director - Company Secretary |  |
| Director - Treasurer |  |
| Director - Fundraising |  |
| Director – Without Portfolio |  |
| Portfolio for FSA Recognised FS Provider scheme |  |

**Please tell us a bit about yourself (max 500 words), including;**

* Why you are standing for FSA directorship?
* Your Forest School experience (and this is not necessarily a pre requisite but you will need to have some basic working knowledge of Forest School)
* How you personally can benefit the FSA.
* Please declare any special interests or affiliations with other organisations in the Forest School sector including commercial, public sector or voluntary.

Your information will form the basis for the members to vote in advance of the AGM – and your personal commitment to your role as a Director and Trustee of the Forest School Association.

If accepted as a Director I confirm I will abide by the FSA Professional Code of Conduct & Memorandum and Articles and also the legal requirements and responsibilities of a Director as directed by Companies House in the Companies Act 2006 and the Charities Act 2011. I agree that the FSA may hold my personal information before, during and continue to do so after I fulfil the role of director.

Signed:… …………………………………………….. Date:… ………………………………..

Full Name:… ………………………………………………

Title: ………………….

Please email a completed copy of this document to enquiries@forestschoolassociation.org by **1st December 2017**. A signed hard copy of this final page will need to be sent to our offices before **20th December 2017**.

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*Please complete in full - CONFIDENTIAL*

Date of birth (needed for bank account / charity commission purposes):

Full address (needed for bank account / charity commission purposes):

Email address:

Telephone number (Home):

Telephone number (work *optional*):

Mobile:

*Contact details for two referees able to support your application*

Full name:

Position:

Relationship to you:

Email address:

Telephone number:

Full name:

Position:

Relationship to you:

Email address:

Telephone number:

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