



## Trustee Recruitment - Further Information

### About us

Glenkens & District Trust (GDT) is a Scottish Incorporated Charitable Organisation, SC042489, established in 2011. As a fund distribution body, our role is to use funds to enable and groups to do great things in the Glenkens and surrounding communities, defined as the Community Council areas of Balmaghie, Balmaclellan, Carsphairn, Corsock & Kirkpatrick Durham, Crossmichael and District, St. Johns Town of Dalry, Dunscore, Glencairn, New Galloway & Kells Parish and Parton. Information on us can be found on our website at <https://www.glenkenstrust.org.uk> .

Our goal is to ensure that community benefit funds coming into the area have the greatest possible impact, both now and in the future. In this we are led by the priorities identified in the Community Action Plans.

With the current number of wind farms under consideration in the area it is important that we can show developers that we are an organisation with good governance as well as ambition. We are led by a board of up to 13 local Trustees. Some further information on our organisation is included in appendix 2 below, and our full constitution, annual reports and minutes, as well as information on the current Trustees available on [our website](#).

### About the opportunity

The Trustee role is very interesting and rewarding, and GDT is actively supported by our Community Council Members. As our Fund Strategy shows, we want to make a real difference for our community, so we are looking for people who share that passion and are keen to progress the work.

The full **Trustee Role Description is at Appendix 1**. As a Trustee you will be responsible for working towards our objectives and, with the support of our partner Foundation Scotland, ensuring we comply with all relevant legislation and responsibilities.

## **What is GDT looking for?**

Anyone considering the role – and especially anyone feeling at all daunted by the requirements outlined – is welcome to have a discussion with the Chair or a current Trustee to get a feel for what is involved.

Applications are invited from anyone who is committed to the purposes of GDT and knowledgeable about the area. There are only a few essential skills required:

- Passion for the communities in the Glenkens and district area of operation and a desire to make life better for all who live and work here
- Basic financial literacy (which provides an ability to assess projects and understand financial reporting)
- Ability to use IT and basic software packages
- Good team working skills and a collegiate attitude
- Knowledge of the communities served by GDT

The following skills and experience would be useful but are not essential:

- Experience of being a trustee or employee in a charity/third sector organisation
- Experience of community development, community action plans and in particular any of the Themes highlighted in the current plan
- Experience of committees/boards and decision-making
- Experience of fundraising/award processes
- Experience of appraising and reviewing financial information
- Marketing and communication skills
- Negotiation skills (in order to support the development of any future windfarm community benefit fund agreements)
- Project management
- Governance
- Any specific area of expertise relevant to GDT's work (e.g. health, education, housing, energy, economic development, etc.)

We want the Trustee group to be diverse and inclusive and are keen to have people from across the area of benefit represented. We are particularly interested in hearing from people with a background in finance or people of working age but what we're really looking for is people who are passionate about giving their time to serve the community and engage actively with GDT's purposes.

We meet both online and in person, so potential Trustees must be willing and able to use online meeting tools. Training and support can be given if you are unsure of this.

## **Time Commitment**

Trustees usually meet on the second Tuesday of every other month, 7.00- 9.30 p.m. but extra meetings may be arranged when needed. There are sometimes issues that come up between meetings that need input, but these are usually addressed by emails.

Outside of grant making rounds the average time commitment is around two hours per month. This can rise to eight hours when there are grants to consider, as our partner Foundation Scotland will prepare reports on applications for these meetings. All additional time is through email and can be managed around your other commitments.

### **Trustee Duties**

Trustees have important legal responsibilities (see <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/> for more information) and full training will be given at an induction meeting.

Trustees must not benefit from their position and should act only in the interests of GDT, not on behalf of any constituency or interest group. Trustees will be required to sign a Code of Conduct (see Appendix) and to comply with the Conflicts of Interest Policy, these will form part of Trustee induction, but should be read and considered fully, along with the Constitution before anyone agrees to take on the role. As a volunteer role Trustees are not paid for their time, but any out of pocket expenses can be claimed back.

As a trustee you will be expected to prepare for meetings and arrive having read assessment reports applications and make decisions on these; and support any development of fund distribution GDT may be required to undertake.

### **How to apply**

If you are being appointed by a Community Council, please refer to the Community Council Guide to Membership.

If you are interested in serving as an independent Trustee, please write us a short email to [info@glenkenstrust.org.uk](mailto:info@glenkenstrust.org.uk) telling us about yourself any relevant experience, as well as your reasons for wanting to be involved. We'll contact you for an informal discussion by Zoom with the Chair and, two other Trustees.

We would welcome any questions you might have before applying and an informal chat with the Chair can be arranged. Please contact by email in the first instance.

## Appendix 1 – Trustee Role Description



**Glenkens & District Trust**  
SC042489

### **TRUSTEE ROLE DESCRIPTION & CODE OF CONDUCT**

As Trustees of Glenkens & District Trust (GDT) we all have a legal duty to comply with the requirements of charity law and the GDT Constitution and to act with care and diligence when making decisions. Please refer to the following link for guidance on the role and responsibility of a Trustee:

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

It is important that all Trustees have read and made themselves familiar with this guidance and the Constitution.

GDT is constituted as a two tier Scottish Charitable Incorporated Organisation. This means that its Members and Trustees are different.

The current Members with voting rights are the following Community Councils: -

- Balmaclellan
- Balmaghie
- Corsock and Kirkpatrick Durham
- Crossmichael and District
- Dalry
- Dunscore
- Parton
- The Royal Burgh of New Galloway and Kells Parish

Carsphairn Community Council and Glencairn Community Council are eligible to join as Members but, to date, have not chosen to do so.

GDT also has Associate Members who are individuals or organisations who support and wish to engage with the purposes of GDT. They do not have any voting rights but will be able to attend and speak at General Meetings.

Associate membership was introduced to ensure the wider community can get involved with and stay up to date with the activities of GDT without having to be community councillors or grantees and reflects a desire of GDT to be accountable to the wider community and to ensure a sense of community ownership of the valuable resource that community benefit monies represent.

Each of the Member Community Councils can appoint one Trustee and there can be up to five Independent Trustees who are appointed by the Trustees. The legal obligations on the Trustees are the same irrespective of the manner of your appointment. In carrying out the role of Trustee the individual must at all times act in the best interests of GDT.

The **Purposes** of the GDT as set out in the Constitution are:

1.to advance citizenship and community development by distributing Wind Farm Community Benefit money and other grants, to local groups, organisations, or individuals according to criteria and need as defined from time to time, as well as commissioning and providing funding for, projects that will benefit local communities within the Community Council Areas,

2.the advancement of environmental protection or improvement, including the preservation of conservation of the natural environment or particular parts of it and the promotion of sustainable development. “Sustainable development” means development that meets the needs of the present without comprising the ability of future generations to meet their own needs, and

3.the prevention or relief of poverty including preventing those who are poor from becoming poorer, as well as preventing those who are at risk of being poor from becoming poor.

This paper sets out a brief Role Description so that individual trustees are clear on what is expected from them to effectively discharge their responsibilities.

Please read this agreement carefully and, having understood it, **sign and date both copies**, to confirm your acceptance and then return one to Fiona Smith

## **ROLE DESCRIPTION**

**Accountable to:** Fiona Smith, Chair  
**Address:** Balmaclellan House, Balmaclellan, Castle Douglas DG7 3PW  
**Salary:** Trustees are not remunerated

**Time Commitment** There are regular meetings of Trustees (normally every two months) as well as dedicated meetings (currently 2 per year) to decide on awards from the Community Fund. Supplementary meetings may be arranged when needed. Regular meetings take place on the second Tuesday of the month, 7.00- 9.30 p.m.

There are also a number of matters which may arise between meetings that need input from Trustees and that are usually addressed by emails.

Outside of Grantmaking rounds the average time commitment is around two hours a month dealing with emails on a range of topics, but can increase to 8 hours during grantmaking rounds to read assessments and papers prepared by Foundation Scotland. All of this additional time is through email and can be managed around your other commitments.

## **CONTEXT OF ROLE**

This is a vital governance role within GDT.

## **PURPOSE OF ROLE**

To be responsible for overseeing the strategic development and fulfilment of GDT's objectives and ensuring compliance with the Constitution, contracts, policies, all relevant legislation as well as its responsibilities in respect of the Glenkens & District Community Fund and its various sub funds including effective risk management.

## **DUTIES AND RESPONSIBILITIES**

### **1. Leadership**

1.1. Trustees have and must accept ultimate responsibility for directing the affairs of GDT, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.

1.2. Trustees should focus on the strategic direction and oversight of GDT. From time to time the Board may agree to delegate certain operational matters to a third party. Trustees should thereafter avoid becoming involved in any matters which have been the subject of delegation subject to exercising prudent oversight and reporting to ensure the delegations are being used appropriately.

### **2. Responsibility**

2.1. The Trustees, as a Board, are responsible and accountable for ensuring and monitoring that GDT is performing well, is solvent, and complies with all its obligations. It should ensure it has systems in place to manage third party providers.

- 2.2. Trustees must ensure that the organisation complies with its Constitution, relevant laws and regulation, and the requirements of any regulatory bodies.
- 2.3. Trustees should maintain and regularly review GDT system of internal controls, performance reporting, policies and procedures.
- 2.4. Trustees must act prudently to protect the assets and property of GDT and ensure that they are used to deliver the organisation's objectives.
- 2.5. Trustees must regularly review the risks to which GDT is subject, and take action to mitigate risks identified.
- 2.6. Trustees should ensure that they uphold and apply the principles of equality and diversity, and that GDT is fair and open to all sections of the community in all of its activities.
- 2.7. Trustees appointed by their Community Councils should ensure that they report back to their Community Councils on the activities of GDT to ensure they are aware of what is happening and also to enable feedback from the Community Councils to GDT to be received in a timely way.

### **3. Effectiveness**

- 3.1. Trustees should ensure they understand their duties and responsibilities
- 3.2. Trustees should ensure that the Board organises its work to make the most effective use of the time, skills and knowledge of Trustees.
- 3.3. Trustees should ensure that they receive the advice and information they need in order to make good decisions.
- 3.4. Trustees should ensure that the Board has the diverse range of skills, experience and knowledge needed to run GDT effectively while recognising that a number of Trustees are primarily appointed by the Community Council members of GDT. The Trustees need to ensure that the Community Councils are aware of the skills needed within the Trustee Board.
- 3.5. Trustees should ensure that they receive the necessary induction, training and ongoing support needed to discharge their duties including attending training sessions and keeping up to date on the regulatory and legal requirements. As an important part of their function is to make decisions on awards, they should ensure that they understand the requirements of effective award making and receive appropriate information and/or training to keep them up to date on best practice.
- 3.6. Trustees should ensure proper arrangements are in place for the appointment, supervision, support, appraisal and remuneration of volunteers and contractors (if any).

3.7. Trustees should expect papers and relevant information for any meeting to be circulated in advance to enable them to have time to read and consider the content. Trustees should prepare fully for Board Meetings and, where possible and relevant, attend information and/or training sessions in order to facilitate their ability to serve successfully as a Trustee. Trustees need to have reasonable IT skills and access to devices as the majority of the papers and information will be sent to them electronically and they will be expected to be able to feedback comments electronically and be able to participate in video conferencing etc.

3.8. Trustees must be willing and able to attend all Board Meetings either in person or, if appropriate, virtually (unless prevented by unavoidable circumstances, or excused for special reasons). Trustees who are unable to attend regularly may be asked to resign. Trustees not able to attend any meeting should convey their apologies to the Chairman in advance of the meeting and, if they are able, feed any comments on the business due to be transacted at the meeting. Trustees should arrive for meetings at least 10 minutes before start time and prepared with access to the agenda and relevant papers. Should a Trustee arrive late for a meeting they will not be able to comment on business already discussed.

3.9. Trustees should contribute to Board discussions in a relevant and constructive way and conduct themselves in an appropriate manner, in particular not interrupting other speakers and respecting the authority of the Chairman to direct the meeting. If any Trustee has a material concern or issue in relation to any item to be discussed at the meeting, then they should endeavour to make the Chairman aware of this in advance of the meeting to enable the matter to be effectively addressed in the meeting.

3.10. Trustees should listen to the views of other Trustees and attempt to reach consensus decisions. Silence during discussion will be taken by the meeting as acquiescence. Trustees should keep in mind the role of the Board and keep to the meeting agenda.

#### **4. Board review and renewal**

4.1. Trustees should regularly review and assess their own performance, that of the Board, and of any sub-committees, standing groups and other bodies.

4.2. Trustees should ensure the Board considers its own renewal and engage on this with the Member Community Councils.

4.3. Trustees should ensure the Board periodically carries out strategic reviews of all aspects of GDT's work, and uses the results to inform positive change and innovation.

#### **5. Board delegation**

5.1. Trustees should ensure the Board defines the roles and responsibilities of the Chairman, the Treasurer and other officers, in writing.



5.2. Trustees should ensure that volunteers and contractors have sufficient delegated authority to discharge their duties. All delegated authorities must have clear limits relating to budgetary and other matters.

5.3. Trustees should ensure the Board sets clear terms of reference for subcommittees, standing groups, advisory panels, etc.

5.4. Trustees should ensure any delegated authorities are subject to regular monitoring by the Board.

## **6. Board and Trustee integrity**

6.1. Trustees must not benefit from their position beyond what is allowed by the law and is in the interests of GDT and should act only in the interests of the organisation and not on behalf of any constituency or interest group. Trustees should manage any conflict between GDT and the Community Council who appoints them and understand that charity law requires them to act in the interests of GDT at all times when carrying out their trustee duties.

6.2. Trustees should identify and promptly declare any actual or potential conflicts of interest affecting them. Trustees agree to complete a declaration of interests form and observe the Board's Conflict of Interest Policy regarding discussion of funding applications or any other matter they have a connection to.

6.3. Trustees have a responsibility to maintain confidentiality of Board papers (including grant application assessment reports) and discussions unless authorised by the Board to release information. In particular, Trustees agree to observe strict confidentiality about applications being assessed, the discussions which take place and the decisions made.

6.4. Trustees agree to assist in making fair decisions and share responsibility for decisions. Trustees agree to respect the final decision of the Board.

6.5. Trustees agree to make unbiased and fair judgements of grant applications against the general aims of the Fund and the local priorities identified by the Trustees, as summarised in the Fund Strategy and Factsheet.

6.6. Trustees agree to bear in mind that the Board serves the community as a whole and not just their own demographic or special interest group or the Community Council who appoints them.

6.7. Trustees agree not to act in a way that could bring GDT, Foundation Scotland or any of the wind farm companies providing community benefit funds that GDT is involved with, into disrepute.

6.8. Trustees agree to report any breach of this policy to the Chairman and raise any concerns or issues concerning a Trustee or the Board with the Chairman in the first instance.

6.9. Trustees should note that paragraph 38 of the Constitution sets out the provisions for removal of a Trustee for breach of any of their duties as a Trustee.

## **7. Board openness**

7.1. Trustees should ensure the Board identifies those with a legitimate interest in its work (stakeholders), and ensure that there is a strategy for regular and effective communication with them about GDT's achievements and work. They should make themselves aware of the communications channels used by GDT and support the work on communications.

7.2. Trustees should ensure the Board is open and accountable to stakeholders about its own work, and the governance of GDT.

7.3. Trustees should encourage and enable the engagement of key stakeholders, such as members, partners and beneficiaries, in GDT's planning and decision-making.

## Appendix 2 – Further Information



### **Glenkens & District Trust** SC042489

#### **Further Information**

The Glenkens District Trust has a two tier structure and the board is accountable to the Trust's membership. Community Councils (as an entity) form the GDT membership. Each member Community Council nominates a Community Councillor to serve as a Trustee on the Board of GDT and additionally there can be up to five independent Trustees. Currently there are four independent Trustees appointed to the Board. In addition to their nominated Trustee, each member Community Council can send one or more representatives to general meetings, and these representatives can vote (one vote per member Community Council).

Current Members are the following Community Councils: Balmaclellan • Balmaghie • Corsock & Kirkpatrick Durham • Crossmichael & District • Dalry • Royal Burgh of New Galloway & Kells Parish • Parton

As well as these Trustees and Members we also have Associate Membership. Associate Members are different to Members and have no voting rights – they can be individuals, institutions, organisations and bodies who support and wish to engage with the work of GDT. They will receive regular updates on the work of GDT and opportunities to engage.

This structure preserves the fundamental role of Community Councils while widening membership in a practical way, ensuring the wider community can get involved with and stay up to date with the activities of GDT without having to be community councillors, trustees or grantees - this reflects a desire of GDT to be accountable to the wider community and to ensure a sense of community ownership of the valuable resource that community benefit monies represent.

GDT's Constitution can be downloaded from our website.

GDT does not currently employ staff. Instead we work in partnership with Foundation Scotland, an independent grant making charity with local presence, which has been contracted in to provide Fund administration and support to the Board. This support means that the Trustee role is non executive and Trustees are ably supported in discharging their responsibilities