

**QUEEN ALEXANDRA'S ROYAL ARMY NURSING CORPS
ASSOCIATION**

Charitable Incorporated Organisation
Charity Registration Number 1163821



**REGIMENTAL HEADQUARTERS QARANC
HQ AMS
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CAMBERLEY
GU15 4NP**

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TRUSTEE APPLICATION FORM

Name			
Address			
Email		Phone	

The Person Specification outlines some of the key skills we seek in a potential Trustee. Please indicate against each of the following categories how you think your own skills and experience would enable you to fulfil the role of Trustee as described in the Role Description (pages 5 & 6). You may also choose to enclose a CV with this application.

Category	Criteria	Narrative
Personal Qualities	Commitment to the vision and values of the QARANC Association	
	Impartiality & the ability to respect confidences	
	The willingness to speak and offer constructive challenge	
Experience	Board experience	
	Experience of committee work	

	Leadership & team development	
Skills, Knowledge, Abilities & Understanding	Strategic vision	
	Independent judgement	
	Ability to think creatively	
	Ability to work effectively as a team	
	Good communication & interpersonal skills	
	The legal responsibilities & liabilities of charity Trustees	
Additional Factors	Charity / Voluntary sector experience	
	Willingness to devote the time & effort necessary	

Why do you wish to become a Trustee of the QARANC Association?

Please provide an overview of your military service in the QARANC:

Data Protection Consent

In accordance with the Data Protection Act 2018¹, the information provided on this application form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful applicant. In the case of unsuccessful applicants, the information will be destroyed after 12 months. In addition, it will be held on a database and used for equal opportunities monitoring and governance purposes.

I confirm that I do not object to the information collected on this form being transferred onto a computer for the purpose of anonymous statistical reporting.

Name:

Signature:

Date:

¹ <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

ROLE DESCRIPTION

Role Title: Trustee of the QARANC Association

Responsible to: The Chair of the Board of Trustees

Purpose: The Queen Alexandra's Royal Army Nursing Corps Association (QARANC) is a Charitable Incorporated Organisation (CIO)².

The objects of the QARANC Association as a CIO are:

1. To promote the efficiency of the Army by:
 - Maintaining contact between past and present members of the Corps, fostering mutual friendship between them and providing social gatherings for them.
 - Fostering esprit de corps, comradeship and welfare of the Corps and preserving the traditions.
2. To relieve either generally or individually members of the Association or past and present members of the Corps and their dependents, who are in conditions of needs, hardship or distress.

Key Responsibilities and Accountabilities:

1. To ensure that the charitable association complies with its governing document, charity law and any other relevant legislation and regulations.
2. To ensure the charitable association pursues its purpose as defined in the governing document.
3. To ensure the charitable association applies its human and financial resources exclusively in pursuance of its purpose.
4. To contribute actively to the Board of Trustees and its role in giving strategic direction to its sub-committees setting overall policy, defining goals, setting targets and evaluating performance against targets.
 - a. Attendance and Training Requirements are:
 - i. Board of Trustee meetings: 4 per year
 - ii. Sub-Committee meetings of which the Trustee is a member of: up to 6 per year with the exception for permanent members of the Benevolence and Grants, Finance and Governance committees whose meetings are held more frequently.
 - iii. Benevolence & Grants Committee meetings: non-permanent members must attend at least one meeting per year.
 - iv. Sub-committee Chairs are required to attend the Finance committee meetings.
 - v. Branch and national events including the annual Association Reunion Lunch.
 - vi. Training and Development – this may be an event requiring attendance or self-directed learning
 - vii. Extra-Ordinary Board and Committee meetings.
5. To safeguard the good name and values of the QARANC Association.

² Constitution of a Charitable Incorporated organisation:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731633/foundation_model_constitution.pdf

6. To demonstrate Nolan's seven principles³ which are the basis of the ethical standards expected of public office holders.
 - a. Selflessness;
 - b. Integrity;
 - c. Objectivity;
 - d. Accountability;
 - e. Openness;
 - f. Honesty;
 - g. Leadership.
7. Personal Performance Reviews – the purpose is to consider the Trustee's role and responsibilities, their contribution to the Board and any committee which they are a member of; review the skills and knowledge they require to fulfil their role(s) and acknowledge their achievements.
 - a. Arrange 6 months after initial appointment as a Trustee a personal performance review with the Chair for which the Association's Skills Audit must be completed.
 - b. Arrange annually.
8. To support the General Secretary and Association staff in delivering efficient and effective administration and organisation of the QARANC Association.
9. To ensure the financial stability of the QARANC Association.
10. To protect and manage the property of the CIO and the QARANC Association and to ensure the proper investment of funds.
11. Scrutinise Board papers in order to be able to fully contribute to meetings of the Board of Trustees.
12. Scrutinise Sub-Committee papers in order to be able to fully contribute to the role of whichever committee Trustees are appointed to be a member of.
13. Act as a mentor to newly appointed Trustees.

Special Conditions:

1. The post is unpaid and on a voluntary basis.
2. Travel and reasonable expenses incurred by Trustees in fulfilling their role are reimbursed.
3. Regular attendance at Board and sub-committee meetings is required. Failure to attend Board and / or Committee meetings may be a reason to foreshorten the tenure of a Trustee's appointment.

³ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>