

TRUSTEE APPLICATION PACK



Dear Applicant

RE: Trustee Application

Thank you for your interest in joining the board of trustees, here at Manchester Pride.

Please find attached a detailed specification and application form.

You will need to submit your application either via email or post. The deadline for applications is 15 November 2012. Details on where to send your completed application form can be found in the notes.

If you have any questions, or wish to have an informal chat regarding becoming a trustee, please do not hesitate to contact me on 0161 831 7700, or by email: john@manchesterpride.com

Kindest regards

John Stewart
Chief Executive

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Becoming a Trustee

Trustees provide an essential and legal requirement for all charitable organisations. Trustees are recruited to take overall responsibility of the organisation, ensuring that the charity delivers its charitable aims and works within both recommended and legal guidelines.

There are a number of responsibilities involved in becoming a trustee and as such you are advised to read the publications available from from the Charity Commission and other bodies. Please contact the Chief Executive for further details.

The board of trustees is made up of professional persons, proprietors, senior managers and directors. The team is lead by the Chair, Vicken Couligian and supported by Tim Pickstone, Vice Chair/Treasurer. In total there are nine trustee positions within the board.

Manchester Pride employs a Chief executive, Deputy Chief Executive, Event Manager and Deputy Event Manager, along with a number of freelance staff undertaking sponsorship and artist liaison duties.

The team look after the day-to-day management of the charity. Trustees would oversee this activity and be involved in major decision-making.

About Manchester Pride

Manchester Pride is Manchester's annual festival celebrating lesbian, gay, bisexual and transgender (LGBT) life. Manchester's celebrations started in 1991 on August Bank Holiday weekend to raise money to support those affected by HIV. The festival has become one of the most prominent events in the UK, winning a wealth of awards. The festival consists of: the Pride Fringe - over 45 community and cultural events; and the Big Weekend - a major city centre event which this year attracted over 35,000 daily visitors.

Manchester Pride raises money for LGBT and HIV charities and organisations in Greater Manchester. Since d since 2003, over £ 1 million has been raised.

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Our Mission Statement

Manchester Pride is a registered charity which organises an annual festival by and for lesbian, gay, bisexual and transgender people, working towards the involvement of different sectors of the community, and raising funds for LGBT & HIV organisations.

Manchester Pride provides opportunities for empowerment, participation, representation, access, and celebration, encouraging pride, respect and partnership.

The Objects of the Charity are:

to promote equality and diversity for the public benefit and in particular the elimination of discrimination on the grounds of sexual orientation, including in particular but not exclusively by:

- raising the awareness of the public with regard to all aspects of discrimination in society and issues and difficulties affecting the lives of lesbian, gay, bisexual and transgender (**LGBT**) people;

- cultivating a sentiment in favour of equality and diversity in particular through celebrating the diversity of the LGBT community;

- advancing education in equality and diversity whether by teaching or producing materials;

- associating with voluntary organisations, governmental, public and private bodies to develop and maximise the effectiveness of voluntary organisations run by and for LGBT people;

- producing publications, lectures, media, public advocacy and other means of communication;

- staging an annual LGBT festival;

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Personal Specification

We are looking for strong, dynamic, driven individuals to take Manchester Pride through its 25th Anniversary celebrations and beyond.

You should have a good understanding of what the role of a Trustee entails its importance to the governance of the organisation.

Ideally you will come from a professional or business background in the voluntary, public or private sector and have organisational and management experience. A background in finance, personnel or risk management would be particularly useful to complement the current skills base of the board.

Time Commitment

Trustees are appointed on a voluntary basis. You will need to be able to commit to attend the monthly board meetings (usually held on a Tuesday from 17:00). These meetings usually run for approximately two hours. Trustees are required to familiarise themselves with the notes prior to the board meeting, along with reviewing any papers presented in preparation for the meeting.

Board members are also allocated to various sub-committees to make specialist decisions and proposals to present to the remaining trustees. This generally would require some time commitment every other month. Trustees should also be available to offer advice and support to fellow trustees, Chair and Vice Chair.

As Manchester Pride generally operates within standard office hours, trustees may be required to attend meetings within the working week, therefore should hold a position that supports flexibility.

In addition, you would need to be available for the duration of the Festival in August and for meetings such as residents consultations, planning meetings, budget meetings if and when required.

The new trustee will be appointed at the will Annual General Meeting in December 2012, for a two year term commencing on 1st January 2013, with the potential for a further two appointments of 3 years each.

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Application Process

You will need to complete the attached application form, this will then be presented to a panel made up of current trustees, who will then in turn invite any successful applicants to meet and discuss the role of trustee further. The selected candidate will then be invited to a board meeting as an observer and will then be elected onto the board following the meeting. We only have one position available at the current time.

Your completed application should be submitted to:

The Chief Executive
Manchester Pride Limited
The Department Store
5 Oak Street
Manchester
M4 5JD

Or via email to john@manchesterpride.com

No later than 5.00 pm on Thursday 15th November 2012.

If you have any questions relating to this form, or becoming a trustee please contact the Chief Executive or Deputy Chief Executive on 0161 831 7700.

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APPLICATION FORM

PERSONAL DETAILS

Title	
Forename(s)	
Surname	
Date of Birth	
Email	
Mobile	
Home Address	
Postcode	

EMPLOYMENT

Current Employer	
Job Title	
Brief Overview of Duties	
Previous Employer	
Job Title	
Brief Overview of Duties	
Previous Employer	
Job Title	
Brief Overview of Duties	

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OTHER EXPERIENCE

Please use this space to let us know about other relevant experience. Examples could include being a trustee of another charity, a director of an organisation or serving on the committee of a community group.	
Organisation	
Position	
Term of office and duties and responsibilities	
Organisation	
Position	
Term of office and duties and responsibilities	
Organisation	
Position	
Term of office and duties and responsibilities	

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KEY SKILLS

Which of these key skills would you bring to the board? You should indicate your competency on a level of 1 – 3, 1 being limited experience, 2 being competent, 3 being extremely experienced.

Financial Management, Budget Setting and Accountancy	
Company and Charity Law	
Marketing and Communications	
Legal	
Community Engagement	
Personnel	
Fundraising	
Risk Management and Health and Safety	

MOTIVATION

Please use this space to explain your decision to apply to become a trustee and skills that you are able to bring to the board.	

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REFERENCES

Please give the names and contact details of two referees to support your application	

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement;
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.

I confirm that the information within this application is true and accurate. I have read and understood the requirements of becoming a trustee should my application be successful.	
Signed	
Print name	Date

Please address your application PRIVATE & CONFIDENTIAL and return to:

The Chief Executive
Manchester Pride Limited
The Department Store
5 Oak Street
Manchester
M4 5JD
Or via email john@manchesterpride.com

No later than 5.00pm on Thursday 15 November 2012.

Large Print Versions are available on request