

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

Charitable Incorporated Organisation
Charity Registration Number 1163821



QARANC Association
Regimental Headquarters QARANC
HQ AMS
Slim Road
CAMBERLEY
GU15 4NP



**PLEASE RETURN YOUR
COMPLETED APPLICATION FORM TO:** manager@garancassociation.org.uk

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

Dates of Service as a Regular:
Dates of Service as a Reservist:

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

Which Branch of the QARANC Association do you belong to?

Please provide information about your involvement with your Branch and the wider Association.

Please confirm you have the ability to join meetings using Zoom and Microsoft Teams.

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>



QUEEN ALEXANDRA'S ROYAL ARMY NURSING CORPS
APPLICANTS FOR APPOINTMENT AS A TRUSTEE
SKILLS AUDIT - 2021

The following should be filled out by applicants for the role of Trustee to identify the skills they would bring to the charity if their application is successful.

Name:

Level of expertise: 1 = highly experienced; 2 = proficient; 3 = some experience; 4 = no experience

Skills, expertise, knowledge, qualifications	Level of Expertise				Comments
	1	2	3	4	
Administration					
Business acumen					
Board experience					
Committee experience					
Change management					
Computer literacy					
Facilitating meetings					
Finance: accounting and budgeting					
Management of and advising on investments					
Human Resources – people management					
Human Resources – employment practices					
Influencing					

Information Technology/ Website design and management; use of social media					
Leadership and team development					
Legislation in relation to the charity's work					
Membership – promotion of; engagement with					
Organising special events					
Public Relations / media and communications					
Project management					
Property and estate management					
Team working					
Charity / Voluntary sector experience					
Report writing / minute taking					

Are there any other skills you have that you would like to tell us about that are relevant to the role of being a Trustee?

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 Requirements³ are:
 - i. Board of Trustee⁴ meetings: 4 per year

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

³ The majority of committee and Board meetings are held online via Zoom or MS Teams. The exception is the Annual General Meeting.

⁴ The Annual General Meeting is held in October each year. A ½ or full day training and development event is held in conjunction with the AGM. Travel and accommodation expenses for the AGM and annual development event will be met by the Association.

- 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 General Purposes and the Governance committees whose meetings are often 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 once a year to agree budget plans.
 - v. Training and Development – this may be an event requiring attendance or self-directed learning
 - vi. Extra-Ordinary Board and Committee meetings.
5. To safeguard the good name and values of the QARANC Association.
 6. To demonstrate Nolan’s seven principles⁵ 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.

⁵ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

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.

As part of your application to become a trustee of the QARANC Association as a Charitable Incorporated Organisation you must confirmation of your eligibility to be a trustee.

More information is available at [Charity trustee: what's involved \(CC3a\) - GOV.UK\(www.gov.uk\)](http://www.gov.uk)

1. You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other sort of charity.
2. You must be properly appointed following the procedures and any restrictions in the charity's governing document.
3. You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
 - being bankrupt or having an individual voluntary arrangement (IVA)
 - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
 - being on the sex offenders' register

Name:

Signature:

Date: