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Board of Trustees APPLICATION FORM

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| Name: |
| Phone number: Home: Mobile: |
| Email: |
| Address: |
| Main field of employment experience e.g. education, engineering. |
| Other specialist/relevant experience or qualifications |
| Please explain briefly why you are interested in becoming a trustee of the Halsway Manor Society? |
| Do you have any specific interests or expertise relevant to Halsway Manor especially in the areas particularly sought? |
| Are there any areas of work of the organisation you have a particular interest in and/or would like to become involved in? |
| A diverse board is able to reflect and support the delivery of an organisation’s mission. Do you have specific patronage, social or family experience or background that will help us to better support the goals of the organisation? |

**Halsway Manor Society Board of Directors**

**Skills Audit for Potential Board Members**

This document should be completed by all Potential Board members, using a rating scale of 1 to 4, with 1 being no knowledge or expertise to 4 being extensive knowledge, expertise and experience in a particular field.

**Name**

|  |  |  |
| --- | --- | --- |
| **Skills/knowledge, expertise/qualifications** | **Rating scale**  **1 - 4** | **Any other relevant info eg Where gained: Voluntary (V), Commercial (C) or Statutory (S) sector. Role in the company/organisation.** |
| Directorship |  |  |
| Leadership |  |  |
| Board/committee experience |  |  |
| Facilitating meetings |  |  |
| Administration/secretarial |  |  |
| Conflict resolution |  |  |
| Change management |  |  |
| Finance |  |  |
| Income generation/fundraising |  |  |
| Campaigning |  |  |
| Education/teaching |  |  |
| Academic writing/research |  |  |
| IT/systems |  |  |
| Legal |  |  |
| **Skills/knowledge, expertise/qualifications** | **Rating scale**  **1 - 4** | **Any other relevant info eg Where gained: Voluntary (V), Commercial (C) or Statutory (S) sector. Role in the company/organisation.** |
| Team development |  |  |
| Listening & communication |  |  |
| People management/Public relations |  |  |
| Marketing/selling |  |  |
| Project management |  |  |
| Architectural/surveying |  |  |
| Property maintenance |  |  |
| Mechanical/engineering |  |  |
| Understanding of the Society’s aims |  |  |
| Service user/beneficiary of Halsway Manor Society |  |  |

Prospective candidates should send an application form to Julie Williams, Chair of Halsway Manor Society [chair.halswaymanor@gmail.com](mailto:chair.halswaymanor@gmail.com)