



Please complete this form if you wish to become a trustee of the HSP Support Group.

1 Introduction

A trustee of the group is a person who contributes to the management of the group. Our expectation is that trustees would have one or more of these characteristics:

- Have an interest in HSP
- Have an interest in running a charitable organisation
- Be kind, honest, diplomatic, considerate and engaging
- Enjoy developing ideas and concepts to help the group
- Take ownership of responsibilities and fulfil them
- Have special knowledge or experience of use to the group

The trustees are responsible for the overall running of the group and ensure that the group operates in line with its charitable objectives. The powers, functions and duties of trustees are defined in our constitution.

Trustees meet approximately 3 times a year for face-to-face meetings. The trustees use reasonable skill and care to make decisions on the activities of the group, including meetings, the newsletter, fundraising and other activities. They similarly make financial decisions for the group, including grants for members and for researchers. All decisions need to be made in good faith to further the purposes of the group.

Trustees are expected to help the group's committees carry out their day-to-day activities, and to report those activities to the other trustees. The committee involvement helps ensure that those people who help the group in this way are suitably supported and that the group's activities are carried out consistently.

2 Application Process

You should become familiar with the group's constitution, policies and annual report which are available on our website, and you should read the document "The essential trustee: what you need to know, what you need to do (CC3)" published by the Charity Commission:
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

If you feel that the role of a trustee is not right for you, then please consider joining one of the group's committees to help the group in a different way.

You may seek support from other group members for your application. Such members should sign your completed application form (or a copy of it) with their name, address and date. Space is

provided for 2 supporters, and ideally you would get 2 other members to support your application. The trustees will consider applications without supporters. You may get more than 2 supporters if you wish. The trustees reserve the right to contact your supporters to verify their support.

Once you have completed and submitted this form it will be considered by the trustees who will either; make a decision about your application, contact your supporters, or seek further information from you.

If your application is successful, you will become a trustee from that point, however you will need to be voted in by members at the next AGM. To help members make a choice about voting you in, you will need to write a statement to explain to members how you intend to help the group. Such a statement could include an outline of what you hope to help the group achieve, which areas of the group's activities interest you the most, or what experience you bring to the group.

Application Form

Name: _____

Address:

Interest in/connection with HSP _____

What is the best way to contact you about this application:

_____ (phone number)

_____ (email address)

What can you bring to the group, for example any experience/skills useful for the group:

Statement for members:

Signature _____ Date _____

Application Supporter Details:

We, the undersigned, support the application of _____ to become a trustee of the HSP Support group.

Name: _____

Address:

_____ (phone number)

_____ (email address)

Signature _____ Date _____

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Address:

_____ (phone number)

_____ (email address)

Signature _____ Date _____