

## TRUSTEE NOMINATIONS 2023

Nominations are invited for two new members of the Board of Trustees of Scotland's International Development Alliance (SIDA). If you are interested in standing or want to nominate someone, please fill in the nomination form at the end of this note. Only current full members may nominate Trustees. Please feel free to contact Cathy Ratcliff, Chair of the Board of Trustees, on [chair@intdevalliance.scot](mailto:chair@intdevalliance.scot) for more information on Scotland's International Development Alliance Board membership.

## TRUSTEE RESPONSIBILITIES & DUTIES

### Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing documents, legal and regulatory guidelines. The Board meets four times per year and some board members also sit on sub-committees for Finance and Business Development, HR/Safeguarding and Policy.

### Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing documents, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

### Main Duties

- Ensuring the charity complies with legislative and regulatory requirements and acts within the confines of its governing documents and in furtherance of organisational activities.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to maintain its relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet accepted standards and policies.

- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate.

### **Accountability**

As the Board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: members, service users, funders, OSCR, and Companies House.

### **Time commitment**

- Over the course of a calendar year, Trustees are expected to attend at least three out of the four board meetings.
- If they sit on any of the board's subcommittees, they will be invited to attend quarterly meetings of the relevant subcommittee/s as well. Board members would be expected to attend a minimum of 75% of meetings of any sub-committees they sign up to, in addition to the board meetings.

**TRUSTEE NOMINATION FORM**

**For election to SIDA Board of Trustees on 29<sup>th</sup> November 2023**  
**Absolute deadline for nominations is 12 noon on Friday 10th November 2023**

Name of Nominated Individual:	
Contact email:	

In no more than 200 words, please outline the Nominated Individual's suitability for election as a Trustee to Scotland's International Development Alliance Board ( <i>this statement will be circulated to Members of Scotland's International Development Alliance prior to the AGM</i> ):

Please register interests you have that may conflict with your appointment onto SIDA's Board:

I confirm that I am willing to act as an Elected Trustee of Scotland's International Development Alliance:

\_\_\_\_\_  
Signature (*Nominated Individual*)

\_\_\_\_\_  
Date

Nominated by\*:

*\*The Nominated Individual must be nominated by at least two Member Organisations of Scotland's International Development Alliance*

Signature	
Name	
Organisation	
Job Title	
Date	

Signature	
Name	
Organisation	
Job Title	
Date	

Please return this form by **12 noon on Friday 10th November 2023** to [recruitment@intdevalliance.scot](mailto:recruitment@intdevalliance.scot)

**If you have any questions: please email Scotland's International Development Alliance on [recruitment@intdevalliance.scot](mailto:recruitment@intdevalliance.scot)**