

# Apply to be a Trustee

## Notes for candidates

The Trust's constitution requires one third of the Board of Trustees to stand down each year. There are seven vacancies in 2020. If there are more than seven candidates, election will be by ballot of members. Voting will close on **Friday 28 May 2021** and the result announced at our AGM on **Saturday 19 June 2021**. The returning officer aims to inform all candidates before the AGM.

## How to apply

To apply do the following:

- Complete a nomination form (including the **Declaration of Fitness to Stand** at the end) which must be supported by five proposers who are John Muir Trust members;
- Enclose a candidate statement of up to 300 words;
- Enclose a passport-style, head and shoulders photograph of themselves;
- Sign a copy of the **Trustee Code of Conduct**.
- Return everything to us
  - by email to: [returning.officer@johnmuirtrust.org](mailto:returning.officer@johnmuirtrust.org); or
  - by post to: Returning Officer, John Muir Trust, Tower House, Station Road, Pitlochry PH16 5AN

## Closing date

Nominations should be received at the Trust's registered office in Pitlochry by **12 noon on Tuesday 2 March 2021**.

Questions can be directed to the Returning Officer at the same address or email.

Please ensure that your application is complete and includes all of the above items. Candidates are responsible for making sure their nominations are complete. **The Returning Officer will not formally accept and report on the progress of incomplete nominations.**

Candidates will be notified of their result by 11 June 2021.

## Membership

Candidates and their proposers need to be current members of the John Muir Trust over the age of 18. Members of the Trust are entitled to propose up to two candidates. Proposers must identify themselves with their current membership number, which can be found on recent mailings.

## Proposers

Candidates should submit one nomination form containing the names and membership numbers of all proposers. Any signatures that cannot be included on that form may be sent to the Returning Officer separately (by the above closing date) with the following wording:

**'I support the nomination of.....as a Trustee of the John Muir Trust.'**

**Signature: ..... Membership number (required): .....**

**Name: .....**

Emailed nominations can be accepted, but only from email addresses in the John Muir Trust membership database. Candidates should ensure that complete nominations are submitted.

## Candidate statement and photo

- Candidates should submit a statement of no more than 300 words. This should include a brief biography, outlining relevant experience and skills, including any work for the Trust, whether as Trustee, volunteer or member of staff. The statement should also indicate the candidate's view of priorities for the Trust over the next three years, and what they would hope to contribute.
- Candidates may find it helpful to see previous examples of statements. Statements for our current Trustees are on our website at:  
[www.johnmuirtrust.org/about/team?filter=Trustees](http://www.johnmuirtrust.org/about/team?filter=Trustees)
- Candidates should also enclose a passport-style, head and shoulders photograph of themselves with their nomination form. If submitting the nomination form electronically, please attach a high-resolution jpeg (usually around 1MB in size).

## Background information for candidates

Trustees are elected by the members of the Trust and run it on their behalf. They are responsible for setting our policies and making strategic decisions. Members elect up to five trustees each year using the Single Transferable Vote system to serve for a three-year term.

The full board of trustees usually meets four times per year - three meetings on a weekday and one two-day weekend meeting. Trustees also meet periodically at Topical Forums.

### Who can be a Trustee?

Candidates must be members of the John Muir Trust, aged at least 18 years old.

Candidates must sign a **Declaration of Fitness** to stand, to confirm that they do not have an unspent conviction for dishonesty or an offence under the Act, or are an undischarged bankrupt, or have been removed under either Scottish or English Law or the courts from being a charity trustee or is otherwise disqualified from acting as a charity trustee or are disqualified from being a company director.

Candidates must accept the **Trustee Code of Conduct**.

### Appointment and Retirement of Trustees

*(Extract from the Articles of Association; Articles 15 – 17)*

The number of Trustees shall not exceed 15 and shall not be less than five. Each year a ballot of members shall be held to elect five persons to serve as Trustees. Those elected shall serve as trustees for a term of three years from the date of the Annual General Meeting.

Additionally, the same ballot may be used to fill vacancies caused by a trustee not serving their full term, provided that the vacancy is notified to members at least 21 days before nominations for the annual election close. A trustee so elected shall serve for the remainder of the unexpired term.

### Election timetable

*(Extract from the Standing Orders; Standing Order 7.1)*

At least 90 days before the Annual General Meeting, members shall be notified of vacancies and the closing date for nominations. The closing date for nominations shall be set to allow printing for the ballot paper to be sent to members. A ballot paper containing a list of the names of those nominated to be Trustees shall be sent to all members at least 28 days before the Annual General Meeting. Voting closes by the fifth working day before the Annual General Meeting. The voting period will be not less than 21 days. Eligibility to vote in the election of Trustees is limited

to those who are members as at 31 December of the previous year. New members whose applications are received before that date will be eligible to vote.

## Call for nominations

*(Extract from the Standing Orders; Standing Order 7.2)*

The Board maintains a Skills and Experience record of Trustees, reviewed at least annually. Any skill gaps will be identified within the context of the overall effectiveness of the Board and training needs. Gaps in skills and experience will be considered by the Board when extending the annual call for Trustees.

## Remuneration of Trustees

*(Extract from the Standing Orders; Standing Order 8.1)*

Trustees of the John Muir Trust are not permitted to receive remuneration or other consequential financial benefits in kind for their work for the John Muir Trust, with the sole exception of expenses falling within the current John Muir Trust Expenses Policy.

## Useful documentation

Trustee documents are available at:

[www.johnmuirtrust.org/about/resources/739-trustees](http://www.johnmuirtrust.org/about/resources/739-trustees)

These include:

- Nomination Form (*including Declaration of fitness to stand as trustee*)
- Trustee Code of Conduct
- Meeting Dates
- Expenses Form

Governance and related documents are available at: [www.johnmuirtrust.org/about/resources/558-governance-library](http://www.johnmuirtrust.org/about/resources/558-governance-library)

These include:

- Memorandum of Association
- Articles of Association
- Standing Orders, with Trustee Conflict of Interest Policy appended
- Board Operations

For further information, please access the **Guidance and Good Practice for Charity Trustees** from OSCR, the Trust's Regulators at [www.oscr.org.uk/media/3621/v10\\_guidance-and-good-practice-for-charity-trustees.pdf](http://www.oscr.org.uk/media/3621/v10_guidance-and-good-practice-for-charity-trustees.pdf)