

Apply to be a Trustee

Notes for candidates (updated 27/2/24)

The Trust's constitution requires that a Trustee shall retire at the end of their term of office. There are four three-year vacancies and a one-year vacancy in 2024. If there are more than five candidates, election will be by ballot of members. Voting in a Members' ballot will close on **Friday 16 August 2024** and the result announced at our AGM in the autumn. The Returning Officer aims to inform all candidates before the AGM.

How to apply

To apply, candidates are required to:

- 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 250 words;
- Enclose a passport-style, head and shoulders photograph of themselves;
- Sign a copy of the **Trustee Code of Conduct**;
- Return everything to the Returning Officer
 - by email to: 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 Returning Officer's email account or at the Trust's registered office in Pitlochry by **12 noon on Friday 10 May 2024**.

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 the result before the AGM in September.

Membership

Candidates and their proposers need to be current members of the John Muir Trust and aged 16 or over. Candidates must have been members of the Trust for 12 months or more unless they were earlier co-opted by the Board as Co-opted Trustees; proposers must have been members of the Trust for 6 months or more. Members of the Trust are entitled to propose up to two candidates.



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:

Proposers must identify themselves with their current membership number, which can be found on recent mailings.

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 250 words to explain their suitability to be a Trustee. 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-us/our-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

The majority of Trustees are elected by the members of the Trust. Following the adoption of the new Articles of Association at the 2021 AGM, up to 3 individuals, who must be members of the Trust, may be co-opted from time to time by the Board of Trustees itself, expressly to fill any perceived skills gaps identified within an annual skills analysis undertaken by all current Trustees. Please refer to **Articles 7.4 and 8.1** for further detail on the arrangements for transitioning to the new composition of the Board.

Trustees are responsible for setting our policies and making strategic decisions. 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 aged 16 or over and have been a member of the Trust for 12 months or more unless they were earlier co-opted by the Board as Co-opted Trustees.

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**.

Extracts from the Articles of Association

Casual Vacancy of a Trustee

8.4 In the event of a casual vacancy arising as a result of the retirement or deemed retirement of an Elected Trustee (in terms of Article 8.5), the Board may not fill that vacancy, which will instead fall to be filled for the remainder of the retired Trustee's original Term of Office by election at the next AGM through the normal Trustee election process, as specified in Articles 8.2.8 – 8.2.10.

Election timetable & process

8.2.3 The Board shall ensure that, at least 90 clear days before the date of the AGM, members shall be notified of the number of vacancies in the Board and the closing date for nominations of Trustee candidates (which shall be at least 36 clear days prior to the AGM). Where appropriate, the Board will, using the annual skills analysis undertaken by all current Trustees, inform members of any specific skills gaps identified within the context of the overall effectiveness of the Board.

- 8.2.8 If the number of Trustee candidates does not exceed the number of vacancies for the election of Elected Trustees, those candidates are duly elected without the need for a vote.
- 8.2.9 If the number of Trustee candidates exceeds the number of vacancies, and a vote of members is required, election shall be by ballot only (which can be conducted by post, e-mail and/or other electronic means approved by the Board prior to the AGM), with each member who is eligible to vote using the Single Transferable Vote procedure described in Schedule 4 to these Articles.
- 8.2.10 The Returning Officer shall ensure that a ballot paper listing, in random order, the names of all nominated Trustee candidates (and their supporters) be sent to members at least 28 clear days prior to the AGM, together with the nominee's Candidate Statement and any biographical details submitted. Where a vote is necessary, this will be accompanied by an explanation of how each member can vote (by post or e-mail or other appropriate electronic means) by a specified closing date for voting (which shall be at least 5 Working Days prior to the AGM).

Remuneration of Trustees

- 10.4 No benefit (whether in money or in kind) shall be given by the Trust to any member or Trustee except, subject to section 67 of the Charities Act, the possibility of: 10.4.1 repayment of out-of-pocket expenses to Trustees (subject to prior agreement by the Board)

Useful documentation

Trustee documents are available at:

<https://www.johnmuirtrust.org/resources/331-trusteecall>

These include:

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

Governance and related documents are available at:

<https://www.johnmuirtrust.org/resources/335-governance-library>

These include:

- Articles of Association
- Standing Orders
- Information about 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