*The Board of Trustees is the governing body of the Institute of Quarrying. In order to ensure the Board has the necessary range of skills and experience to discharge its responsibilities, it is important to undertake an assessment of all potential Trustees. Please complete this form honestly and accurately. All information provided here will be treated as confidential by the Board and used only for the purposes of short-listing potential Trustees.*

**Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Membership Grade\*** |  |
| **Membership Number** |  |

\*NB only Corporate Members of the Institute – i.e. Members, Fellows or Honorary Fellows – are eligible to be elected as Trustees.

**Personal Statement**

Please attach a statement (maximum 500 words) describing your interest in joining the Board and indicate what skills, knowledge or other attributes that you would bring as a Trustee of the Institute of Quarrying.

**Board Experience**

* Please give details of any relevant board or governance positions held, whether paid or voluntary.

**Special Skills, Knowledge and Experience**

The Board as a whole will need to possess the skills listed. Individual Trustees are not expected to possess all or any given number of skills and the information gathered here will only be used to address the balance of skills on the Board as a whole

Please tick the specialist skills you possess at the level you consider your knowledge, skill and experiences of those to be:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill / Knowledge Area** | **Expert** | **Good** | **Some** | **None** |
| Setting targets, monitoring and evaluating performance  |  |  |  |  |
| Non-profit or membership organisations |  |  |   |  |
| Public relations / communication / media relations |  |  |  |  |
| Strategic marketing |  |  |  |  |
| International business development |  |  |  |  |
| Financial Management  |  |  |  |  |
| Financial investments and financing |  |  |  |  |
| Fund-raising and bid-writing |  |  |  |  |
| Education and qualifications |  |  |  |  |
| Member / worker engagement |  |  |  |  |
| Serving the public interest  |  |  |  |  |
| Strategic Planning |  |  |  |  |
| Policy development  |  |  |  |  |
| Technology development |  |  |  |  |
| Governance |  |  |  |  |
| Risk management  |  |  |  |  |
| Political / Local Government Knowledge  |  |  |  |  |
| Lobbying  |  |  |  |  |
| Diversity and equal opportunities |  |  |  |  |
| Sustainability |  |  |  |  |
| The law  |  |  |  |  |
| Company Secretary / charity responsibilities |  |  |  |  |
| Stakeholder relations |  |  |  |  |
| Change leadership |  |  |  |  |
| Technology development |  |  |  |  |
| Mergers and acquisitions |  |  |  |  |

**Due Diligence**

The Board of the Institute has a duty to ensure that all applicants are eligible in law to serve as Trustees and Company Director. Please therefore answer the following questions:

* Have you been convicted of an offence involving deception or dishonesty (unless the conviction is spent)? YES / NO

* Have you been under discharged bankruptcy, the subject of a bankruptcy restriction order or have any bankruptcy restrictions undertaking? YES / NO
* Have you ever made a composition or arrangement with or granted a trust deed which has not been discharged? YES / NO
* Have you previously been removed from trusteeship of a charity by a Court, the Commissioners or any other authority? YES / NO
* Are you under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking?

YES / NO

**Please return this form, together with your personal statement and a passport style image of yourself to:**

Louise White

Institute of Quarrying

City Gate East,

Toll House Hill,

Nottingham

NG1 5FS

Louise.White@quarrying.org