

Applying to be a Board member Guidance for applicants

February 2015

If you require this application pack in another format, for example in large print, please contact Lynne Davies at the Equality Network, by email at lynne@equality-network.org or by phone on 0131 467 6039.

Thank you for considering applying to become a Board member of the Equality Network. The documents that you need to apply are:

- The application pack, which includes this guidance, background information, and the person specification
- The application form
- The diversity monitoring form

Please check that you have everything, and if not, please contact Lynne Davies at lynne@equality-network.org or on 0131 467 6039.

Please note that the deadline for us to receive applications is Monday 16th March 2015

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Lynne Davies as above.

Please send your completed application form to us, either by email to lynne@equality-network.org or by post to: Lynne Davies, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR, with the envelope marked "Confidential".

Please also complete the diversity monitoring form and return it to us by email to diversity@equality-network.org or by post to Diversity Monitoring, Equality Network, 30 Bernard Street, Edinburgh, EH6 6PR.

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the Board members handling the recruitment process.

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On receipt of your application form, it will be given an identifying code, and the first two pages including your name and address will then be removed, to anonymise the form before it is copied to the Board members handling the recruitment process.

Board members will shortlist applicants for an informal interview by matching the information given on the application form against the person specification. We will be looking for evidence that demonstrates that your knowledge, skills and experience match the essential parts of the person specification and one or more of the desirable parts.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the Knowledge, skills and experience section of the application form, you should address the essential parts of the person specification and one or more of the desirable parts. Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles.

Applicants who are shortlisted will be invited to meet with two Board members for an informal interview - travel expenses will be available for this. If you ask on the second page of the application form for any access adjustments for this meeting, we will contact you to discuss these.

Applying to be a Board member Background information

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The Equality Network

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ eight staff, at our office in Leith, Edinburgh, including two staff employed full-time on the Scottish Transgender Alliance project. Our work delivers national policy development and advice, community development and engagement, research, information and training on LGBTI equality, intersectional equality focussing on minority ethnic, minority faith and disabled LGBTI people and transgender-specific equality.

The Equality Network is a company limited by guarantee (number SC220213) and a registered Scottish charity (number SC037852). We report annually to Companies House and to the Office of the Scottish Charity Regulator.

Purpose, mission and values

Our charitable purpose is:

- to promote the human rights of Scotland's lesbian, gay, bisexual, transgender and intersex people,
- to promote fair and equal treatment for lesbian, gay, bisexual, transgender and intersex people in the laws, institutions and society of Scotland, and
- to provide assistance to people and organisations working in other countries, to promote equality and human rights for lesbian, gay, bisexual, transgender and intersex people in those countries.

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Our mission statement is: The Equality Network campaigns for equality for lesbian, gay, bisexual, transgender and intersex people in Scotland. We create ways for people to contribute to making Scotland a place in which everyone, regardless of sexual orientation, gender identity or intersex status, can live free from hatred, prejudice and discrimination.

Our values statement is: The Equality Network strives to be inclusive and open in our work, to challenge discrimination, and to consult, involve and inform the people and the communities for which we work.

More information on the organisation may be found at our websites:

www.equality-network.org

www.scottishtrans.org

The Board of Trustees

The Board members of the Equality Network are also called Trustees. We aim for a Board of eight to ten members. Board members are responsible for the governance of the organisation, including setting its strategic direction, overseeing its policies, employment practice, financial health and legal compliance, and ensuring it is well-managed and delivers on its target outcomes. Board members also contribute towards promoting the organisation and its work.

New Board members are usually appointed by the Board, and are then confirmed in the post by the Annual General Meeting (AGM) of the organisation, held towards the end of each calendar year. The voting members of the organisation attending the AGM are the Board members plus around a dozen other members of diverse LGBTI communities in Scotland.

Board members are unpaid volunteers. However the Equality Network pays all expenses associated with being a Board member, including travel expenses from any part of Scotland, accommodation expenses where needed, child-care and other caring expenses, and any other expenses necessary for the post.

There are personal development opportunities associated with being a Board member, such as Board member training days.

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There are six Board meetings per year, currently held in Edinburgh on weekday evenings (although these arrangements are subject to review). In addition there is usually one Board training/strategy day per year, usually held on Saturday.

Papers for Board meetings are circulated by email, and issues may be discussed between Board members by email between meetings.

Applying to be a Board member Person specification

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Essential

Board members should:

- be committed to and share the purpose, mission and values of the organisation (see background information)
- have a personal or professional understanding of the equality issues faced by lesbian, gay, bisexual, transgender and intersex people in Scotland
- be committed to collaborative decision-making

Desirable

It is desirable that Board members have **one or more** of the following:

- experience of the voluntary sector
- experience of governance and / or management
- experience of public policy work in Scotland
- experience of community development work
- experience of organisational financial management
- experience of trans or intersex equality issues
- experience of working with people facing intersectional discrimination issues (that is, discrimination on more than one ground)
- experience of communications and marketing
- legal expertise

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Legal requirements

Because we are a charity, the law imposes some requirements on us. Board members must be at least 18 years of age, and must not be disqualified from acting as a charity trustee in Scotland. People who are disqualified include anyone who:

- has a conviction either for an offence involving dishonesty or an offence under charity law, that is not spent under the Rehabilitation of Offenders Act 1974;
- is an undischarged bankrupt;
- has been removed as a charity trustee under Scottish or English law or by the courts; or
- is disqualified from being a company director.