

# South East Integration Network



Dear Applicant

Thank you for your interest in applying for the role of trustee with SEIN.

South East Integration Network (SEIN) is a Scottish Charitable Incorporated Organisation (SCIO).

SEIN seeks to create a vibrant, positive and happy community where mutual respect and understanding is evident in all relationships, between neighbours, community groups and statutory agencies; where everyone's voice can be heard; and where people feel they have the means to direct the decisions affecting them and their communities, and ensuring all people are continually welcomed and included.

We are looking for individuals who can put their skills, knowledge and experience to use to the benefit of the board and organisation, and who have the capacity, potential and commitment to 'grow' into the role.

Our trustees generally meet monthly to discuss various issues, including support & development for our members, training, events, and finances; meetings last 1-2 hours.

We occasionally set up sub groups to deal with specific issues eg each year, the funding sub group assesses the grant applications from member organisations, and decides the amount of grants to be awarded. Sub groups consist of 2-4 trustees and tend to last only a couple of months, with several meetings during that time.

In order to understand what being a trustee means, please read OSCAR'S [Guidance and good practice for Charity Trustees](#). (OSCAR is the Office of the Scottish Charity Regulator and is responsible for regulating charities registered in Scotland and their charity trustees.) A brief extract is attached.

The attached application form should be completed and returned to: [info@seinglasgow.org.uk](mailto:info@seinglasgow.org.uk) or Trustees, SEIN, 77 Torrisdale Street, Glasgow, G42 8PA.

We will reply within 7 days of receipt of your application.

Thank you again, and we look forward to hearing from you.

*Anne Strachan*

Chair  
SEIN

## Extracts from 'Guidance and good practice for Charity Trustees':

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Charity trustees are the people who have general control and management of the [charity](#) and are responsible for making sure that the charity works to achieve its [charity's purposes](#) (the reasons the charity exists).

### Charity Trustee Duties

The charity trustee duties are set out in [The Charities and Trustee Investment \(Scotland\) Act 2005](#), referred to in this document as the [2005 Act](#).

All charity trustees have legal duties and responsibilities under the [2005 Act](#). A duty is something that you must do, and all the duties must be met. These duties are separated out into **general duties** that set out a broad framework that all charity trustees must work within, and **specific duties** detailed in the 2005 Act.

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### What does being a charity trustee mean?

Being a charity trustee means you are fully responsible for how your charity is run and what it does. It does not necessarily mean running the charity on a day to day basis and making operational decisions. Your charity might have volunteers or staff that do this.

### All the charity trustees share responsibility

All of the group of charity trustees have charity trustee duties - no matter how small your charity is. A duty is something that you must do. The group shares the responsibility equally. No individual charity trustee, for example the Chair or Treasurer, has more responsibility than the other charity trustees do. We call this [collective responsibility](#).

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As a [charity trustee](#), you must put the interests of the [charity](#) before your own interests or those of any other person or organisation including those responsible for your appointment.

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When you are dealing with the charity's affairs, you should do so as carefully as you would if you were looking after someone else's affairs, for example a relative or a friend.

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### Governing Documents and Meetings

Knowing what your [governing document](#) says and understanding what it means, having well run charity meetings and keeping good records of the meetings are all important factors in making sure that you are carrying out your [general charity trustee duties](#) set out in the [2005 Act](#).

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### Financial records and accounts

The [2005 Act](#) requires that as charity trustees, you must:

- keep proper accounting records
- prepare a statement of accounts, including a report on the charity's activities, each financial year
- have the accounts independently examined or audited
- send a copy of the accounts to us
- keep the accounting records for six years.

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