

# South East Integration Network



Thank you for your interest in becoming a trustee of the South East Integration Network (SEIN).

SEIN is a Scottish Charitable Incorporated Organisation (SCIO), and our board is made up of a maximum of 12 trustees, who are responsible for ensuring that SEIN works to achieve its purposes.

SEIN is a membership network, with the following Mission, Vision & Values:

**SEIN's Mission:** To connect and support local non-profit organisations who are committed to creating a collaborative and welcoming community in the south east of Glasgow.

**SEIN's Vision:** To foster a positive, cohesive community, free from discrimination and racism in which people from all backgrounds and cultures are valued and equally able to participate in the community.

## SEIN's Values:

- **Connecting** - we actively bring people & organisations together
- **Inclusive** - we ensure that everyone is welcome, heard & able to participate
- **Supportive** - we help, encourage & celebrate the work of our members
- **Open** - we listen and respond to our members' needs

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

Our trustees meet roughly every 6 weeks to discuss various issues, including support & development for our members, training, events, and finances. Meetings last approximately 2 hours. Meetings may be online, or in person. There are also subgroups which look at specific issues. Subgroups consist of 2-4 trustees and generally last for a limited period of time, with additional meetings during that time. You will also be expected to respond to some email communications between board or subgroup meetings.

In order to understand what being a trustee means, please have a look at OSCR'S [Guidance and good practice for Charity Trustees](#). This is available in large print, easy read & BSL formats. (OSCR is the Office of the Scottish Charity Regulator and is responsible for regulating charities registered in Scotland and their charity trustees.) A short extract is included below.

If you would like to join the SEIN board, please complete the application form and return this to [hester@seinglasgow.org.uk](mailto:hester@seinglasgow.org.uk).

If you have any questions or would like to discuss this opportunity *before* completing your form, please contact our Development Manager, Hester: [hester@seinglasgow.org.uk](mailto:hester@seinglasgow.org.uk) / 07749 902 684.

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



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

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.

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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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Read the full document at: [Guidance and good practice for Charity Trustees](#) (OSCR)

Watch this video for on [The Role of the Charity Trustee](#) (OSCR) (28 minutes long)

See these [Resources for Aspiring Trustees](#) (Getting on Board)