**Thank you for agreeing to sit on the ucisa Board of Trustees and/or ucisa Services Limited (USL) Board of Directors.**

This form is to help us to capture important information about you and your skills. This is for the purpose of our Governance Plan, to inform training and development planning, and to inform future appointments to our board.

**We estimate this form will take around 30 minutes to complete.**

The form will ask you to:

* Collect key information about you, for our records
* Describe your experience and motivation
* Complete a skills audit so that we can identify where the board has collective strengths or gaps
* Complete a register of interests

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| **Personal Details** | | **Tick as appropriate** | | | | | **Trustee □** | | **USL □** |
| **Name** | |  | | | | | | | |
| **Address** | |  | | | | | | | |
| **Email** | |  | | | | | | | |
| **Contact Phone Numbers** | **Mobile** |  | | | | | | | |
| **Work** |  | | | | | | | |
| **Home** |  | | | | | | | |
| Some people are disqualified by law from acting as trustees, unless authorised to do so by a waiver from the Charity Commission. The reasons for disqualification are shown in the Charity Commission guidance [disqualifying reasons table](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731118/010818_Disqualification_Reasons_Table_v2.pdf) and include:   * being bankrupt or having an individual voluntary arrangement (IVA) * having an unspent conviction for certain offences (including any that involve dishonesty or deception) * being on the sex offenders’ register | | | | | | | | | |
| **Are there any reasons you may not qualify to be a trustee** | | | | | | **Yes □** | | **No □** | |
| **If YES please provide details** | |  | | | | | | | |
| **Have you attended a recognised charity trustee training event?** | | | | | | **Yes □** | | **No □** | |
| **If yes when did you attend? Date** | | |  | **Provider** |  | | | | |
| **Please provide a short ‘Pen Portrait’ to describe yourself**  (N.B. This text or extracts thereof may be used on the ucisa website and other literature etc.) | | | | | | | | | |
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| **Experience** (N.B. ucisa elected Trustees must be an employee of a Full Member institution) |

| **Organisation** | **Address** | **Organisation Description** | **Dates** | **Role** | **Description** |
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| **Professional Memberships & Qualifications** | **Date** | **Notes** |
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| **Application** |
| ucisa’s strategic plan 2018-2021 states the vision that:  ucisa aims to be acknowledged by all stakeholders as the membership organisation that draws together and promotes the expertise of those leading and supporting digital transformation and services in education institutions to support operational effectiveness, research, teaching and learning, and an excellent student experience.  Our values in support of the strategic plan are:  Trusted and expert knowledge  Open supportive and collaborative  Member driven membership community  Professionalised  Connected  Leading |
| **Please describe how your experience will support ucisa delivering the strategic plan:** |
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| **Please describe your motivation for applying to be a ucisa Trustee or USL Director:** |
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| **Skills Audit**  Please indicate against each category if your knowledge is Extensive (3), Good (2) or Limited (1) | | | | |
| **Education sector** | **1** | **2** | **3** | **Notes** |
| Higher Education |  |  |  |  |
| Further Education |  |  |  |  |
| Knowledge of broad political position of the education sector |  |  |  |  |
| **Professional Skills** | | | | |
| Information Technology |  |  |  |  |
| Finance |  |  |  |  |
| Procurement |  |  |  |  |
| Estates & Facilities |  |  |  |  |
| Health & Safety |  |  |  |  |
| HR |  |  |  |  |
| Marketing |  |  |  |  |
| Public Relations |  |  |  |  |
| Law |  |  |  |  |
| Student Administration |  |  |  |  |
| Library |  |  |  |  |
| Teaching |  |  |  |  |
| **Governance & Leadership** | | | | |
| Leading & managing others |  |  |  |  |
| Mentoring / coaching |  |  |  |  |
| Change management |  |  |  |  |
| Strategy development |  |  |  |  |
| Financial planning |  |  |  |  |
| Policy and procedure development |  |  |  |  |
| Risk management |  |  |  |  |
| Audit |  |  |  |  |
| Organisation performance management |  |  |  |  |
| Senior staff performance management |  |  |  |  |
| Non-executive directorship |  |  |  |  |
| Charity governance & compliance |  |  |  |  |
| Education sector governance & regulatory environment |  |  |  |  |
| **Others you think are relevant** | | | | |
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| **Personal Competencies** | | | | |
| All Trustees are required to have extensive experience and skills to demonstrate excellent:  Collaborative and team working including geographically dispersed teams  Analytical and problem solving  Ability and willingness to scrutinise and challenge  Integrity and high ethical standards  Interpersonal and relationship management  Verbal and written communication skills  Willingness and ability to devote time and energy to the role | | | | |

**Register of interest: Guidance Notes**

The Articles of Association specify certain circumstances in which an individual who is present at a meeting of the Board of Trustees, USL Board of Directors, or one of the committees of governance, must declare his or her interest, not take part in the discussion, not form part of the quorum and not vote. These circumstances are where the member has a financial interest in:

1. The supply of work or goods to or for the purposes of ucisa or USL;
2. Any contract or proposed contract concerning ucisa or USL;
3. Any other matter relating to the ucisa or USL.

As a Trustee and/or a USL Director you are asked to declare any interest (financial or otherwise) which could interfere with the exercise of your independent judgement OR which could be seen as doing so if publicly known. You are also asked to provide the same information (if you know it) in respect of **spouses, partners or close family members.** The following is intended as general guidance only, as individuals are usually in the best position to decide for themselves precisely what should be disclosed. Please fill in **every box** within the table, stating **‘No Interest to Register’** if you do not need to register an interest for a category.

| **Category** | **Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection** |
| --- | --- |
| Current employment and any previous employment in which you continue to have a financial interest. |  |
| Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests. |  |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc. |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months. |  |
| Any contractual relationship with the charity or its subsidiary. |  |
| Any other declarations regarding the potential for conflict of interests |  |
| Related to staff member employed by usisa or ucisa Services ltd |  |
| Educational governance or governance of a membership body |  |