**There are 5 vacancies for director/trustee of the FSA. We are calling for those committed to the continuing growth of *quality forest school for all* in the UK and the continued growth of the FSA to apply to fill the current vacancies.**

Positions are available to all FSA members (unless they are disqualified from holding a directorship/trusteeship, or have failed to adhere to all of our organisation’s governing documents and legal obligations (the FSA Professional Code of Conduct, Memorandum and Articles, the legal requirements and responsibilities of a Director/Trustee as directed by Companies House in the Companies Act 2006 and by the Charity Commission as directed by the Charities Act 2011).

Directors/Trustees are expected to put in their own time to both steer the organisation strategically and to get involved with work ‘on the ground’ (see below for more details)

The board is looking in particular for new directors with experience/expertise in the following priority areas;

***Secretarial*** – leading on reporting to the charity commission and companies house and to provide support for the chair in organising meetings and exchange of information within the board.

***Finance*** – we are looking for someone who has experience with budgets and financial reporting and keeping an overview of an organisation’s financial resources.

We are also looking for directors who may have elements of the following, which could include working within other organisations where communication with members or fundraising has been part of their role.

***Fundraising*** - we require a director with proven experience and track record in both fundraising strategies oversight in fundraising. This should also include experience in raising funds through channels such as HLF, charitable trusts, crowd source funding etc.

***Marketing and Communication*** – we require directors with experience of marketing and/or communication strategies. This will look at audiences including members, potential members, individuals and organisations with interest (and potential interest) in Forest School, partners, stakeholders and national/local environmental and educational bodies, and funding providers. With the growing use of social media the board require more directors with this expertise and experience.

If you are keen to contribute and feel you do not necessarily have any of the above skills or experience, but are willing to contribute, and learn on the job, as it were, please do call us to clarify the roles and gain more information.

If you are interested in standing, please fill in the form below, which in effect will be your manifesto, and email to [enquiries@forestschoolassociation.org](mailto:enquiries@forestschoolassociation.org) by **September 16th**. We MUST also receive the signed original copy of this form by, **September 18th** at our registered office address below, for your application to be considered valid. Please note – it is the individual`s responsibility to check their application has been received.

**About the FSA**

The FSA is at an exciting stage in our development.

* We have developed a holistic model for membership, with a flat fee for all and a rule of one member one vole. We are committed to seeking direction and participation from our membership.
* We have a growing number of local groups
* The foundations have been laid for the FSA to become a professional voice for the UK Forest School community. We have a growing membership (1160 at the time of writing)
* The website is fully functioning and we are acting as one of the main points of contact for independent information about Forest School.
* We have introduced a registered practitioners scheme
* We have representation on a number of national bodies
* We have presented at a number of local, national and international gatherings and conferences
* We have been involved in national press articles on Forest School.
* Our forth national conference will take place on 23/24 October 2015.
* We are incorporated as a company limited by guarantee and a registered charity.

**About the board of directors**

The FSA board of directors/trustees is the strategic and working body that provides both direction and day-to-day work for the FSA. The FSA is also supported by a part-time paid acting CEO (Gareth Davies).

**A Director’s commitment**

Our directors are expected to:

* Work within the FSA Memorandum and Articles of Association ([www.forestschoolassociation.org/fsa-structure-and-constitution/](http://www.forestschoolassociation.org/fsa-structure-and-constitution/)) and the FSA aims (http://www.forestschoolassociation.org/the-forest-school-association/)
* Be an active part of a professional working organisation, in which voluntary time is crucial to continuing evolution of the organisation.
* Attend monthly board meetings (usually via skype), and any additional meetings as needed.
* Input to working groups on a regular basis.
* Be responsible for contributing to and leading areas of work which may include recruiting and working with volunteers, identifying key tasks that relate to the business and action plans and report regularly to the whole board
* Attend face to face board meetings bi-annually or as required.
* Abide by the FSA code of conduct ([www.forestschoolassociation.org/members-code-of-conduct](http://www.forestschoolassociation.org/members-code-of-conduct)) and by the Companies Act 2006 (<http://www.legislation.gov.uk/ukpga/2006/46/part/10/chapter/2>) and by the Charities Act 2011 (<http://www.legislation.gov.uk/ukpga/2011/25/section/221> )
* Plan to sit on the board for up to three years.
* Take legal status of director of the FSA company and to become a legal trustee of the charity.

**Voting process**

* Each voting member has a maximum of 5 votes that can be cast (fewer if there are fewer candidates, such that the number of available votes and number of candidates are the same). A candidate can only be voted for ONCE by a member.
* In order to be elected as a Director – candidates will need to be in a top 5 position AND require at least 50% of the vote. In other words, all directors must be acceptable to the majority of members. Where there are between 6-10 candidates the vote will be diluted and it will be harder for candidates to meet the 50% rule. However, please note that if there were 10 candidates and all members used all their votes, and voted randomly, then each candidate would receive 50% of the vote naturally. There are unlikely to be more than 10 candidates but if there are then members will need to think about their votes very carefully as all candidates will still need 50% of the vote. We want all director places to be filled by people who are acceptable to the majority of the members. In the unlikely event of director positions not being filled then the board is prepared to function at a reduced capacity until the next election.
* Formal call for nominations sent out to members and wider groups on or before 18th August
* Return of applications by email and signed hard copy by 18th September [enquiries@forestschoolassociation.org](mailto:enquiries@forestschoolassociation.org)
* Voting opens to membership 25th September – details to follow
* FSA members will have the opportunity to ask questions of candidates within the FSA website forum.
* Voting ends Midnight 25th October
* Votes will be announced on or before 30th October

THIS INFORMATION, EXCEPT THE PERSONAL DETAILS AT THE END, WILL BE MADE AVAILABLE TO ALL FSA MEMBERS

**Application to become a Director and Trustee of the Forest School Association**

Name:…………………………………………………………………………………………………

Organisation/Freelance:…………………………………………………………………………….

(If you are involved with any organisation – please state the name of the organisation and position held).

Sector Experience/Skills (please rate each from 0 to 3: 0 = no experience, 1 = general background/experience, 2 = Strong relevant experience, 3 = direct relevant experience):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sector Experience** | 0 | 1 | 2 | 3 |
| Early Years Forest School |  |  |  |  |
| Primary Years Forest School |  |  |  |  |
| Secondary Years Forest School |  |  |  |  |
| Special Needs Forest School |  |  |  |  |
| Play Sector |  |  |  |  |
| Environmental Organisations involvement with Forest School |  |  |  |  |
| County Council Forest School |  |  |  |  |
| Academic Research for Forest School/Higher Education |  |  |  |  |
| Outdoor learning |  |  |  |  |
| Forest/Woodland management |  |  |  |  |
| Forest School Training |  |  |  |  |
| Other (please specify) |  |  |  |  |
| **Skills** |  |  |  |  |
| Media/Communications including social media |  |  |  |  |
| Business/Marketing |  |  |  |  |
| Fundraising |  |  |  |  |
| Events |  |  |  |  |
| Public Speaking |  |  |  |  |
| Other (please specify) |  |  |  |  |

Please indicate which role you would like to apply – job descriptions for the Treasurer and Company Secretary are attached.

|  |  |
| --- | --- |
| **Directors** | |
| **Post** | **I would like to apply for this post on the FSA Board** (please tick) |
| Director - Company Secretary |  |
| Director - Treasurer |  |
| Director – Without Portfolio |  |

**Please tell us a bit about yourself (max 500 words), including;**

* Why you are standing for FSA directorship?
* Your Forest School experience (and this is not necessarily a pre requisite but you will need to have some basic working knowledge of Forest School)
* How you personally can benefit the FSA.
* Please declare any special interests or affiliations with other organisations in the Forest School sector including commercial, public sector or voluntary.

Your information will form the basis for the members to vote in advance of the AGM – and your personal commitment to your role as a Director and future Trustee (when charitable status approved) of the Forest School Association.

If accepted as a Director I confirm I will abide by the FSA Professional Code of Conduct & Memorandum and Articles and also the legal requirements and responsibilities of a Director as directed by Companies House in the Companies Act 2006 and the Charities Act 2011.

Signed:……………………………………………….. Date:…………………………………..

Name:………………………………………………… Dob:……………………………………

Address:…………………………………………………………………………………………..

………………………………………………………… Post Code:……………………………

Email address:……………………………………………………………………………………