



Babylon Gallery, Waterside, Ely CB7 4AU

Tel: 01353 616991 [office@adec.org.uk](mailto:office@adec.org.uk)

Thank you for your interest in becoming the Chair or a Trustee of Babylon Arts (ADEC). Please complete this form and skills audit below and return to the Director at the above address or email to [caroline.cawley@babylonarts.org.uk](mailto:caroline.cawley@babylonarts.org.uk) by 13<sup>th</sup> November 2017.

Trustees are required to be 16 or over.

**Your contact details**

Title (Mr/Miss/Mrs/Ms/Dr/ Other)	
First name(s)	
Surname	
Current occupation	
Home Address	Postcode:
Email address	
Home telephone number	
Mobile telephone number	

**Are you interesting in becoming our Chair or a Trustee (please delete whichever is not applicable)**

**About you**

Please provide a brief outline of the particular skills, interests, or experience that you could bring to the board of Trustees as well as your availability, bearing in mind the specific skill areas we indicated or one or two from the skills audit below.

**Special Requirements**

If you require any special arrangements to be made to attend an initial induction meeting or if you have any medical conditions you'd like us to take into consideration, please specify those here. This information is requested so that we may care for your needs and will be kept confidential.

**Referees**

Please give contact details of two people (other than relatives or partners) who have known you for more than 2 years who we can contact to comment on your suitability to volunteer for us.

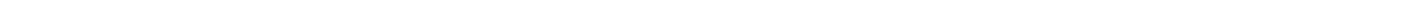
<b>Referee 1</b> Name		<b>Referee 2</b> Name	
Relationship to you		Relationship to you	
Address		Address	
	Postcode:		Postcode:
Email address		Email address	
Telephone		Telephone	

Your personal information provided on this form will be kept in accordance with the Data Protection Act 1998/2003 (as amended from time to time). Your information will be held securely and confidentially and accessed only by authorised persons, which shall include our funders. Anonymised aspects of the information given by you may be used for statistical purposes.

I am over 16 years old and I declare that the information I have provided is true.

**Signed** .....

**Date** .....



<b>Board Skills Matrix</b>		<b>Highly Skilled</b>	<b>Skilled</b>	<b>Some Proficiency</b>	<b>No Expertise</b>
1	Audit / Risk Management				
2	Accountancy/finance				
4	External Representation				
5	Governance/Chairing				
6	Human Resources				
7	Income Generation/ Fundraising/Bid writing				
8	Investment				
9	IT/ CRM Systems				
10	Legal				
11	Marketing / Branding / Social Media				
12	Monitoring / Evaluation				
13	Operational Management				
14	Organisational Development				
15	Performance Management				
16	Policy				
17	Relationship Management				
18	Social Entrepreneurship				
19	Staff Development				
20	Strategic Planning				
21	Volunteer Management				
22	Practising Artist				
23	Understanding of the arts environment				
24	Knowledge of the local community				
25	Live arts programming				
26	Cinema programming				
27	Visual arts/gallery programming				
28	Community project development and delivery				