

21 September 2023

Dear Members,

Appointments for up to three Trustee vacancies to join the Board of the BDA

Following the AGM in April 2022, the new constitution of the BDA passed by members means Trustees will be able to join the Board in a different way:

1. Members can elect up to 4 Trustees to join the Board of the BDA
2. The BDA can appoint up to 5 Trustees to join the Board of the BDA

Following last year's Election and Appointments process, we have up to **three** Appointed Trustee vacancies for members to join the BDA's Board of Trustees. This position is for three years from 12 November 2023 to the AGM in 2026.

If you would like to join the BDA's Board of Trustees, please see below for further information:

1. **The criteria for joining the BDA's Board of Trustees**
2. **The expected work and time commitment**
3. **The process for applying to join the Board**
4. **Other questions**

1: KEY CRITERIA FOR POSITION OF TRUSTEE

(* = as stipulated in the BDA's Articles of Association.)

1. Must be Deaf*
2. Must be a member of the BDA*
3. Must be over 18 years of age*.
4. Must live in the UK*
 - **We are looking to appoint up to three Trustees, ideally from Northern Ireland and Wales, to represent the BDA on a regional level.**
5. Must declare that you:
 - **Have not previously been removed from trusteeship of a charity by a court or by the Charity Commissioners**
 - **Are not under a disqualification order under the Company Directors Act**
 - **Are not disqualified from acting as a trustee by S72 of the Charities Act**
 - **Have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent);**
 - **Have not been involved in tax fraud;**

British Deaf Association

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The BDA stands for Deaf Equality, Access and Freedom of Choice

Chair: Linda Richards Registered Office: British Deaf Association, St John's Deaf Community Centre, 258 Green Lanes, London N4 2HE
Company limited by guarantee number 2881497 Registered charity number 1031687 (England and Wales) and SC042409 (Scotland)

- **Have not made compositions or arrangements with my creditors from which I have not been discharged;**
 - **Are not conflicted by virtue of other offices held or organisational allegiances (either yourself or through connected persons);**
 - **Do not hold office or have decision-making authority in another organisation working with or for D/deaf people.**
6. Have an understanding of or active experience of the following **(please note, we will provide training to ensure you are able to fulfil your legal duties):**
- Deaf community and the challenges we face
 - The importance of Protecting, Preserving and Promoting BSL and ISL
 - The difference between governance and operational aspects of the BDA
7. Be committed to the BDA's Vision, Mission and Values, and, what we stand for.

2: EXPECTED WORK AND TIME COMMITMENT OF CHAIR AND TRUSTEES

1. Attend a minimum of 4 Board meetings each year (weekdays and weekends), usually held via Zoom and/or in London
2. Attendance at the BDA's AGM on **Saturday 11th November 2023**
3. Attendance at the AGM every year
4. Attendance at BDA Strategy Meetings or Away Days
5. Attendance and promotion of BDA's Conferences
6. Represent the BDA at external events or conferences as requested by the Chair
7. Be interactive with and visible amongst the membership of the BDA
8. Make decisions at meetings and by email
9. Ability to respond to emails and other documents via the BDA Board E-group.
10. Agree to undergo - and satisfactorily pass – a PVG (Scotland), Disclosure and Barring Service (England and Wales), or, Access NI (Northern Ireland), check.

3: PROCESS FOR APPLYING TO JOIN THE BOARD

To apply to join the BDA Board:

- You must use the Application Form attached.
- You must be a current member of the BDA at the time of the nomination process which will commence on 21st September 2023.
- You must satisfy the criteria listed in this letter.
- You must send the completed Application form back to the BDA (see below for more details).

The candidate must:

- Attach a written and/or a BSL application (between 200 - 300 words) expressing:
 - **Why you wish to become a Trustee?**
 - **How you will represent the Deaf community in your region?**
 - **What commitment you are willing to contribute to BDA's success?**
- When attaching a BSL video of your statement, please ensure:
 - **It is filmed in 'landscape' against a plain background (e.g. green screen or white wall)**
 - **Around 2 - 3 minutes long.**

Send the **video** via: www.WeTransfer.com to: robertadamtrustee@bda.org.uk

Send the **application form** by email to: robertadamtrustee@bda.org.uk

All items must arrive no later than 12 noon on Friday 20th October 2023.

4: OTHER INFORMATION AND QUESTIONS

The Board will set up an appointments committee to review applications and conduct interviews.

Interviews will take place on week commencing 23rd October.

Please contact Robert Adam if you have any questions, need further clarification or advice on the appointments process.

Finally, please also see Notice of the BDA Members' AGM on 29th August 2023. We hope you will be able to attend.

Thank you.
British Deaf Association