

ACT Honorary President
The Rt Hon. the Lord Blunkett (2015-present)
Past President
Jan Newton OBE (2008-14)
Founding President
Professor, Sir Bernard Crick (2001-08)

Association for Citizenship Teaching
The Rain Cloud
76 Vincent Square
London
SW1P 2PD

ACT Board of Trustees – Information for Applicants

The Association for Citizenship Teaching (ACT) is a charitable membership association that was established in 2001. We are looking to recruit new members to our Board of Trustees to expand and enhance the expertise available to the Charity.

In particular we are especially keen to hear from those whose main area of experience and expertise is in the areas of business development, marketing and finance.

About ACT

ACT's mission is to support the teaching of high quality citizenship education and to promote wider public understanding of the subject of citizenship.

Our vision is for all young people to be active, informed citizens, equipped through effective Citizenship Education with the knowledge, skills and experience to participate in and shape a strong and vibrant democracy based on equality, fairness and justice

For more detail about our purpose, work and direction please see our [strategic plan](#).

ACT staff comprises:

- A Chief Executive who works with Trustees on governance and strategy, leads the charity and oversees key programmes
- A Director of Education who leads education and outreach work
- A Projects and Communications Manager who leads our communications and membership work, coordinates events, and project manages our work.

Together, staff deliver programmes and projects that are approved by the Board of Trustees through a strategic planning process. Staff also seek advice and input from the ACT Council, a body representing the members of ACT, to ensure programmes and activities are in line with members' needs and requirements.

The Chief Executive works alongside the Chair of Trustees and Treasurer to ensure financial resources are well planned and reporting complete. Day-to-day financial management is partially outsourced. Other contractors provide specialist services, for example to support ACT's website, produce the journal and to provide consultancy on funded projects

The ACT Board of Trustees

The ACT Trustees have overall responsibility for financial and legal affairs and for directing the strategy of the charity. The Board of Trustees ensures that ACT:

- Complies with its governing document, charity law and any other relevant legislation or regulations
- Pursues its objectives as defined in the ACT governing document
- Applies its resources exclusively in pursuance of its objectives
- Is effectively and efficiently administered as an organisation
- Is financially stable as an organisation.

The Board comprises a Chair, a Treasurer and up to 8 other Trustees. The Trustees include individuals with specialist knowledge, skills and experience of value to the association.

Board meetings

- The Board of Trustees normally meets 3 times a year at our offices in London
- Additional extraordinary meetings of the Board may be called from time to time when there is urgent business to discuss
- Others who may attend board meetings but who are not Trustees include the Honorary President, members of the ACT Council and ACT staff
- All trustees are volunteers and no payments or rewards are offered for undertaking this role.

Application process

To apply for the role of Trustee please send:

- Your CV and contact details (not more than two sides of A4);
- Your answers to the questions below with, where appropriate, examples of your experience, qualifications and skills (not more than two sides of A4).
 - Why do you want to join the Board of ACT?
 - What skills and experience would you bring to the Board of Trustees?
 - Which area(s) of ACTs work particularly interest you?

Please also include:

- Details of any other Board level positions that you currently hold
- Confirmation that you meet the [Charity Commission guidelines](#) on who can hold the position of Trustee.
- The names of two referees (who will only be contacted with your permission).

Please email your application to Deepa Shah at deepa.shah@teachingcitizenship.org.uk by 5.00pm on 10 December 2018.

We will contact you by email to inform you as to whether you have been short listed. Successful candidates will be invited for interview by members of the ACT Board of Trustees.

Thank you,

ACT Board of Trustees Selection Committee