

Thank you for your interest in becoming a trustee for the Kanji Project.  
You may wonder what the role involves. Here's an outline:

***Trustees are expected to***

- ***Come to meetings***  
Trustees' meetings take place about once every 4-6 weeks, on a day and at a time to suit as many of the trustees as possible. Although there will occasionally be meetings that one or another of the trustees cannot attend, trustees are expected to attend most meetings.  
Meetings are structured, but informal, with lively discussion. We don't always agree with each other but we always part as friends!
- ***Read documents***  
There is inevitably a certain amount of paperwork. Trustees are expected to read the minutes of meetings, and also other documents that are written, perhaps as the basis for discussion or in preparation for publication. These are usually circulated by email and many need a response.  
Most of the documents are straightforward and non-technical.
- ***Share responsibility***  
The trustees are jointly responsible for the proper running of the charity, and in particular for making sure that all money collected for the charity is accounted for and used for the intended purpose.  
Trustees have guidelines to assist their decision-making.
- ***Take on a part of the workload***  
Each trustee takes the lead on a particular aspect of the work of the trustees, for example fundraising, sponsoring children or keeping accounts. Roles are shared out depending upon people's interests and experience. New trustees will get plenty of support as they learn about the workings of the charity. Some roles require more time than others, but trustees should be able to give about 4 hours per week to charity matters.

The Kanji Project Trustees are a friendly group of people, men and women, of various ages and backgrounds. They share an enthusiasm for the work being done in and around Kanji, as described in newsletters and on the website [www.thekanjiproject.org.uk](http://www.thekanjiproject.org.uk).



## Nomination form

### Still interested?

You should read these documents:

- The Charity Commission guide to becoming a trustee:  
[www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)
- The Kanji Project constitution and the latest annual report, available by email; contact [info@thekanjiproject.org.uk](mailto:info@thekanjiproject.org.uk)

We are obliged to tell you that some people are legally disqualified\* from being a trustee; please don't put your name forward to be a trustee if you are disqualified.

Trustees are normally appointed from amongst the membership by election at an AGM. Between AGMs, the existing trustees can co-opt new trustees for the period until the following AGM, at which time a co-opted trustee stands for election.

Members are those who donate at least £10 per year.

If you are standing for election at the AGM, you should ask two other members of the charity to propose and second your nomination, and return the form opposite to the Secretary at least 3 working days before the AGM.

If you are hoping to be co-opted as a trustee then please complete the form and return it to the Secretary as soon as you can.

Any of the existing trustees would be happy to discuss any further queries you may have. Just ask!

\*Legal disqualifications from being a trustee include:

- *being under 18 years of age;*
- *being disqualified as a company director;*
- *having an unspent conviction for an offence involving dishonesty or deception (such as fraud) or for certain money-laundering or bribery offences;*
- *being an undischarged bankrupt (or subject to sequestration in Scotland), or has a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors;*
- *having been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement;*
- *being on the Sex Offenders Register;*
- *having an unspent terrorism conviction.*

More information from [www.gov.uk/guidance/charity-trustee-disqualification](http://www.gov.uk/guidance/charity-trustee-disqualification).

Some of these disqualifications come into force on 1 August 2018.

I, (name) \_\_\_\_\_

of (address) \_\_\_\_\_

\_\_\_\_\_ am a member of The Kanji Project.

- I am willing to act as a trustee for The Kanji Project.
- I understand the responsibilities involved in being a trustee.
- I am over 18 years of age.
- I am not disqualified from acting as a trustee.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Nominated by \_\_\_\_\_

(Print name) \_\_\_\_\_

Seconded by \_\_\_\_\_

(Print name) \_\_\_\_\_

Please return this form to:

The Secretary, The Kanji Project, 60 Hollingbury Road, Brighton BN1 7JA