9th July 2017

**Nominations for the role of Executive member for the Beaudesert Trust**

2 members of our Executive are standing down at our AGM on 17th October, and we are looking for 2 new members. We have recently reviewed our appointment procedures, and the first stage of the process is to ask for nominations as widely as possible. The nominees will then be contacted and the role discussed with them by a small sub-group of the Executive. We aim to complete the process so that the new members can be appointed by the AGM in October.

Please can you consider if you know of anyone with the skills to take on this role? You are also encouraged to nominate yourself if you wish to be considered for the role. Please forward nominations to the Administrator of Beaudesert Trust at the above postal or email address; and we will then forward a simple application form to the individual for them to complete.

Please also forward this letter to anyone who you believe can assist with this search?

We are looking for members of the Executive who will understand and guide the strategic direction of the Trust; in particular we are looking for people with the following skills.

1. Trustee skills:
	1. to act in the charity’s best interests;
	2. to manage the charity’s resources responsibly;
	3. to act with reasonable care and skill.
2. We are also looking to enhance the existing skills of the Executive by recruiting people with some skills in Safety, Building maintenance and construction (e.g. Architect or similar), HR and a Vice Chair.

Thank you for your time in reading this, and I look forward to receiving any nominations you feel able to make.

Jeremy Cotton DL

Chairman