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| Trustee & Skills Match Programme  |
| **Advisor details** |
| **Name**: Insert name here**Company**: Insert company name**Title**: Instert title here | **Home Address**:Click here to enter text including postcode. |
| **Telephone**: Please include STD code**Email**: Please enter your work email | **Home Telephone**: Please include STD code**Home Email**: Please enter your work email |
| **Address**:Click here to enter text including postcode. | **Website**: Please enter your organsations web address**Website**: Please enter your personal website address |
| **Preferred contact** (please tick) **Business:** [ ]  **Home:**[ ]  |
| **Section 1**. Your skills & experience (select all that apply) |
| Finance [ ] General Management [ ] Human Resources [ ] IT [ ] Legal [ ] Marketing [ ] Planning [ ]  | Press/PR [ ] Sales/Trading [ ] Training/Development [ ] Other (please specify)N.B. Your CV is required with this form to process your registration. |
| **Section 2**. Interests (select all that apply) |
| Arts, Heritage and Culture [ ] Children and young people [ ] Black and minority ethnic [ ] Disabilities [ ] Education and learning [ ] Environment [ ] Health [ ] Housing and homelessness [ ]  | Local economy [ ] LGBT [ ] Older People [ ] Rural [ ] Refugees and Asylum Seekers [ ] Women [ ] Work [ ] OTHER (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 3**. Availability for meetings (select all that apply) |
| Morning [ ]  | Afternoon [ ]  | Evenings [ ]  |
| Please also provide a brief description of anything else that may affect your availability, e.g. location, time you are willing to spend travelling etc.  |
| Formal undertakings |
| By filling in and submitting this form you are joining a pool of people who have agreed to provide their skills & experience to support a suitable charitable organisation. This is primarily for trustee positions but also fixed term skills exchange. We may also approach you for other non-trustee opportunities if we feel you would be interested in them such as; committee member, advisor, treasurer, mentor or volunteer. Non-executive director or Trustee roles with organisations via Trustee Match are not remunerated, but expenses are generally paid by the charity / organisation. Community Foundation cannot guarantee to place every advisor who applies. The volunteer will have no liability to Community Foundation in respect of any losses, damages, costs or expenses arising from or in any way connected with their position on a board. The volunteer is expected to act in good faith in his/her involvement with an organisation, and undertakes to keep confidential any commercially or politically sensitive or potentially sensitive information regarding an organisation which comes into his/her possession. By signing this form you provide us with consent to hold your details on our database. Your information will be used for internal administration and to contact you in line with your responses to Keeping In Touch form (below/ attached). Your contact details will also be passed to any organisation or individual that you have consented to work with through the Trustee Match. For more information see our privacy notice <http://www.communityfoundation.org.uk/privacy-notice/> [ ]  Please tick this box to acknowledge you understand and accept these undertakings. |
| Signature |
| Name:      Date:       |
| **Thank you. Please return to ch@communityfoundation.org.uk****Please also complete the form below and read our privacy notice. It is important to us that you understand how we will use your contact information.**  |

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**Trustee and Skills Match Advisers - Keeping in Touch**

Your support is important to us but also your privacy, we want to check your consent for continued contact. We will only use your information as stated in our [privacy notice](http://www.communityfoundation.org.uk/privacy-notice/) and we will **never** give your information to other organisations to use for their own purposes without your explicit consent.

You are free to change your mind at any time.

I am happy for my data to be used to:

Contact me about ways to support the Community Foundation

Contact me to invite me to any events you think I may be interested in

Contact me to keep me up to date on the work of the Community Foundation

Please tell us if you would be happy for us to contact you:

By email

By phone

By post

By text

**Signature…………………………………….**

**Name………………………………………….**

**Address ………………………………….**

**Email …………………………………….**

**Date……………………………………………**

**For internal use only**

Profile number …………………………….

Consent recorded on system by ……………………………..

Date recorded on system ………………………

Review date ……………………………

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