



The Secretary, Kinross Curling Trust
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Kinross Curling Trust

NOMINATION OF TRUSTEES

Nominations are invited for the position of Trustee of the Kinross Curling Trust. Nominations should be made using the attached form and sent to The Chairman, Mike Caffyn, 2 Torvean Place, Dunfermline, KY11 4YY **to arrive by Monday 15th January 2017**. If there is to be a vote for the posts of elected Trustee, the candidates' nominations will be circulated as soon as possible after this date.

The Chairman, Mike Caffyn, is happy to supply any further information about the Trust and position of Trustee.

Background

The Articles of Association, as approved at the 2014 AGM, allow for up to 8 members to be elected as Trustees. At present there are 8 elected Trustees. The Articles of Association also require that a quarter of the Trustees retire each year and Margaret-Elspeth Harman and Sandy Hay are standing down. Margaret-Elspeth is offering herself for re-election. There are 2 vacancies for elected Trustees.

Members seeking nomination, as an Elected Trustee, should make themselves familiar with the Memorandum and Articles of Association of the Trust, a copy of which is being held behind the bar at the ice rink. The Articles provide for the strategy and affairs of the Trust to be directed and managed by a Board of Trustees with a minimum of 6 and a maximum of 12 Trustees. The Board shall comprise of up to 8 Trustees elected by the members and, optionally, 1 Trustee appointed by the Royal Caledonian Curling Club. The Board may also co-opt up to a further 3 Trustees. Full details are in Articles 31 to 40.

The Trustees carry out all the executive functions, aided by specialist advisers as necessary. This involves preparation for and attendance at meetings, writing and presenting material to members and negotiating on behalf of the Trust. The Board of Trustees meet formally as necessary – up to now at least once every two months: this may reduce during the close season and as responsibility is delegated to sub-committees. Trustees are expected to serve on at least one sub-committee of the Trust. These currently cover the following areas:-

Business Development

- To promote the business of Kinross Curling
- To recommend to the Board areas for future development and expansion of the Trust
- To develop and secure sponsorship for Kinross Curling competitions
- The scope covers all ice and bar activities

Business Operations

- To recommend the appointment of staff working for the Trust
- To manage staff and, working with them, to operate and control all aspects of business operations. This includes maintenance of the ice hall (inside and out) and all of the leased buildings, together with the operation of the bar.

Communications

- To secure material for and edit the monthly e newsletter, to maintain and develop www.kinrosscurling.co.uk, and to co-ordinate the dissemination of information about the Kinross Curling and its activities.

Finance

- To establish and maintain the financial and accounting systems and procedures operated by Kinross Curling
- To provide advice, guidance and support to the Treasurer
- To review financial budgets and monthly management accounts
- To monitor and advise the Board about the ongoing financial status

Property

To support the Property Director in all aspects of property maintenance – the building, grounds and internal decoration.

To provide advice and guidance on technical matters concerning the building and equipment therein

Although it is not a prerequisite for standing for the position of Trustee, it is hoped that candidates will have a measure of experience in all or some of the areas outlined above and be prepared to contribute actively to and accept responsibility for the operation of the Trust. Ideally, the Board should have a broad mix of skills and experience. The position of Trustee is unpaid.

Iain Keddie
Secretary, Kinross Curling Trust
19th December 2017