

2 October 2018

Memo: **Fèisean nan Gàidheal Corporate Members**
From: **Fèisean nan Gàidheal Chief Executive**
Subject: **Fèisean nan Gàidheal Board Membership**

Following our recent AGM, I am now writing formally to outline the process for selecting new members to the Board of Fèisean nan Gàidheal.

There are two Fèis representative vacancies on the Board, to be filled on a proportional basis as follows:

- One nominee from Fèisean in the area served by The Highland Council
- One nominee from Fèisean in all other areas (outwith Highland, the Western Isles and Argyll & Bute)

If based in one of the areas listed above where there is currently a vacancy, your Fèis is entitled to nominate one person to stand for election to the Board. All Fèisean will be entitled to vote in any election held following nominations. I would strongly urge you to take part in the process to ensure that Fèisean nan Gàidheal's Board remains representative of local Fèisean.

Nominations will take the form of an application from an individual, countersigned as being a nominee of your Fèis. Further information, an application form and role description for Board members is available on our website. Your Fèis may only make one nomination so it will be for your committee to decide who your nominee will be. If a member of your Fèis committee is currently on the Board, you may not nominate anyone else at present.

Application forms must be completed as fully as possible, signed by the applicant and a representative of the nominating Fèis (who must be a different person to the applicant), and received by me either by post, or e-mail or personal delivery, **not later than 5pm on Friday 9th November 2018**. Nominations received outwith the deadline will not be accepted.

Once those eligible for election are confirmed, if a vote is necessary ballot papers will be issued in the week after the deadline date for nominations, and an independent scrutineer will be appointed to oversee the counting of the ballot papers in the following election. Current Board members at the end of their term will stand down as soon as new members are elected, and we hope to have the new Board in place to attend a first meeting on Friday 7 December 2018.

If you have any questions about the process, please do not hesitate to get in touch. Otherwise, I look forward to receiving your nominations by 9th November.

Leis gach deagh dhùrachd



Arthur Cormack
Chief Executive



2 Dàmhair 2018

Meòrachan: **Buill Fèisean nan Gàidheal**

Bho: **Ceannard Fèisean nan Gàidheal**

Cuspair: **Ballrachd a' Bhùird**

An dèidh coinneamh bhliadhnail a chumail bho chionn greis, tha mi a-nise a' sgrìobhadh thugaibh gu foirmeil airson a mhìneachadh mar a bhios buill ùr air an taghadh airson Bòrd-stiùiridh Fèisean nan Gàidheal.

Tha dà bheàrn ri lìonadh air a' Bhòrd mas a leanas, a' cleachdadh siostam riochdachaidh co-roinneil:

- Aonan bho Fèisean ann an sgìre Chomhairle na Gàidhealtachd
- Aonan bho sgìrean eile (taobh a-muigh sgìrean na Gàidhealtachd, nan Eilean Siar agus Earra Ghàidheal is Bhòid)

Ma tha i stèidhichte ann an tè de na sgìrean shuas, faodaidh an Fhèis agaibh aon neach ainmeachadh airson seasamh ann an taghadh dhan Bhòrd. Bidh bhòt aig a h-uile Fèis ann an taghadh sam bith agus mholainn gum bu chòir dhuibh beachdachadh gu cùramach air pàirt a ghabhail airson dèanamh cinnteach gum bi riochdachadh nam Fèisean a' leantainn aig ìre Bhòrd Fèisean nan Gàidheal.

Feumaidh tagraidhean foirm a lìonadh agus taic fhaighinn bhon Fhèis a tha ga chur air adhart mar riochdaire. Tha tuilleadh fiosrachaidh, foirm-tagraidh agus stiùir air dleastanasan buill a' Bhùird an am pasgan an lùib seo agus ghabhadh a h-uile càil a thoirt a-nuas bho ar làrach-lìn. Cha bhi e ceadaichte do gach Fèis ach aon neach ainmeachadh agus bidh e an urra ri ur comataidh co-dhùnadh a ruighinn air cò bu chòir a bhith gur riochdachadh. Ma tha cuideigin bhon Fhèis agaibhse air a' Bhòrd an-dràsta, cha bhi e ceadaichte cuideigin eile ainmeachadh aig an ìre seo.

Feumaidh foirmean tagraidh a bhith air an lìonadh gu h-iomlan, le ainmean-sgrìobhte an tagraiche agus neach bhon Fhèis agaibh air. Feumaidh iad a bhith agam tro phost, phost-d no air an cur dhan oifis **ro 5f air Dihaoine 9mh Samhain 2018**. Cha ghabh mi ri tagraidhean a ruigeas an dèidh sin.

Aon uair 's gu bheil na tagraidhean air an sgrùdadh, ma tha taghadh a dhìth thèid pàipearan bhòtaidh a dheasachadh agus an sgaoileadh taobh a-staigh seachdain, agus bidh neach neo-eisimeileach air fhadadh airson sùil a chumail air cunntais bhòtaichean san taghadh. Bidh buill a' Bhùird a tha a' tighinn gu deireadh teirm a' seasamh sìos cho luath 's a bhios daoine ùr air an taghadh, agus bhitheamaid an dòchas gum biodh Bòrd ùr suidhichte ann an ùine gu leòr airson coinneamh a chumail Dihaoine 7 Dùbhlachd 2017.

Ma tha ceistean sam bith agaibh mun phroiseas, bhithinn gu math deònach am freagairt. Mur a h-eil chuirinn fàilte air ur tagraidhean ro 9mh Samhain.

Leis gach deagh dhùrachd



Art MacCarraig
Ceannard



Fèisean nan Gàidheal

Scheme for Election of Board Members



Background

This Scheme for Election of Board Members to Fèisean nan Gàidheal was approved by the Board in September 2016. It offers guidance to (a) Fèisean regarding individual nominations and (b) nominees on the role of Board members.

Number of Board members

Fèisean nan Gàidheal's Board shall consist of:

- 10 Directors each of whom will be a representative of a Fèis, elected by the membership

In addition, each of the following bodies shall be entitled to send an observer to Board meetings:

- Creative Scotland
- The Highland Council
- Highlands & Islands Enterprise
- Comhairle nan Eilean Siar
- Argyll & Bute Council
- Bòrd na Gàidhlig

If, following an election, it is the view of the Board that there are certain skills needed to augment those present in the elected members, the Board may co-opt up to two members with skills they deem would be useful to the efficient running of the Board.

Representation

Area representation shall be maintained, on a proportional basis, with the following being the breakdown:

- 2 from the Western Isles
- 4 from The Highland Council area
- 1 from the Argyll & Bute Council area
- 3 from other areas in which Fèisean take place

Where the normal election procedure, detailed below, fails to fill a place in any given area, the Board may co-opt a member from the Fèisean in that area to fill the vacant place. Where that is not possible, however, a member from a Fèis in another area may take up the vacant place on the Board. Alternatively, the Board may decide to leave the place vacant until a future election is held.

The remit

- A role description is available in Appendix 1.
- Those Fèis representatives offering themselves for election should be a committee member active in the running of Fèis activities in their area, and must have their application endorsed by their local Fèis committee. Employees of Fèisean, and those employed through the Annualised Hours scheme, should not normally offer themselves for election in order to avoid potential conflicts of interest.
- There will normally be 4 Board meetings per annum, including one at the time of the AGM. Board members shall be required to commit time to attending those meetings.
- The Chair, Vice Chair, Secretary and Treasurer may be required to commit at least another 4 days to attend meetings of any Executive Group formed.
- Soon after election, Board members will be offered an introductory session in order to ensure they are fully aware of their responsibilities as Directors of a company limited by guarantee and Trustees of a charity, as well as the work of the organisation.
- All elected or co-opted Board members shall have a vote on any issue. Observers from funding bodies, while they may take part fully in Board discussion, shall not be entitled to vote.

Term of Office

- Board members will be appointed for a 3-year term.
- Members shall, at the next Board meeting each year following the organisation's AGM, elect from their number a Chair, Vice Chair (if deemed necessary), Secretary and Treasurer who may serve for a period of up to 3 years in such office, subject to the 6-year normal maximum period a member may serve.

- After serving a 3-year term, Board members shall be eligible to serve for another period of 3 years, subject to satisfactory attendance at Board meetings during their first 3-year term.
- After serving a 6-year term, Board members will not normally be eligible for re-nomination for election until 12 months has elapsed from the end of their term.
- In exceptional circumstances, for instance where the normal rotation of Board members requires to be restored, an extension of one year may be afforded to Office Bearers only, where this avoids more than one third of Board members standing down at any one time.

The election procedure

The election procedure will be as follows:

- Those required to stand down from the Board at the end of their term will be notified.
- The number of vacancies on the Board will be advertised throughout the Fèis movement, through communication with all Fèis committee members and, if timing allows, an article in our newsletter.
- Interested parties will receive the role description.
- Each nominee must submit an application which may, if desired, include 100 words of background information in a personal statement – outlining their interests and what they think they could bring to the Board - which will be included in the election ballot papers.
- After the closing date for nominations, ballot papers will be drawn up outlining information about each candidate, which Fèis they are nominated by, and their personal statement.
- All Fèisean will be sent the ballot papers, and the election will be carried out by post, with each Fèis having a number of votes equivalent to the number of vacancies in any one year.
- The members elected to serve on the Board will be those who gain the highest number of votes to fill the available places.
- In the event of a tie after any election, there should be a further vote by current Board members, to decide which candidate should serve on the Board.
- An independent scrutineer will oversee the election and vote counting and will be asked to verify the result in writing.

Executive Group

- If the Board decides it is necessary, there may be an Executive Group formed that will meet quarterly to go over, in detail, company business as well as financial arrangements and monitoring.
- If instituted, this group will meet at least a fortnight before each full Board meeting, and the business of the meeting will be minuted. Minutes will be included in the papers for the following full Board meeting.
- The full papers for all Executive Group meetings shall be sent to all Board members by e-mail prior to the following Board meeting.
- The membership of the Executive Group shall consist of the Chair, Vice Chair (if elected), Secretary and Treasurer, or other members as appointed by the Board, who would have a vote. The Chief Executive, Development Manager and Executive Manager will attend in a non-voting, advisory capacity. Observers will also be sent the Executive Group papers and may attend the meetings.
- Those people appointed to the Executive Group will be required to commit approximately 4 days more than other Board members to the work of the organisation.

Other points

- Board members may occasionally hold meetings without an invitation being extended to observers.
- Arts & Business Board-member training, or a suitable equivalent, will take place on a regular basis to ensure that all Board members remain fully aware of their responsibilities.
- Suitable financial management and other relevant training will be available to Board members with the costs borne by Fèisean nan Gàidheal.

Fèisean nan Gàidheal
2017

Appendix 1: Role Description for Board Members of Fèisean nan Gàidheal

1 MISSION, AMBITION AND PROGRAMME

Mission

A' toirt ar dualchais do ar n-òigridh – inspiring young people to value our culture

To fulfil this mission our ambition is to

Develop the creative talent of young people through supporting opportunities for communities across Scotland to access and enjoy Gaelic arts and culture, promoting traditional arts and Gaelic language as unique and defining assets that contribute to Scotland's distinctiveness.

Fèisean nan Gàidheal's 2015-20 Programme Plan defines the Areas of Work in which the organisation will be engaged

- Support and Development of Fèisean
- Enhancement of Skills & Creative Talent
- Enhancement of Gaelic Arts & Culture in Creative Learning
- Audience Development and Engagement

2 MAIN RESPONSIBILITIES OF BOARD MEMBERS

Fèisean nan Gàidheal is a company limited by guarantee, registration number SC 130071, regulated by Companies House. It is also a registered Scottish Charity, number SC002040, regulated by the Office of the Scottish Charity Regulator (OSCR). It is a membership organisation with a geographic spread covering most of Scotland. Board members are drawn from the committees of member Fèisean and the following are their main responsibilities:

- 2.1 The strategic direction and control of the Company, according to agreed priorities;
- 2.2 Identifying risks, financial or otherwise and legal obligations arising out of their control;
- 2.3 Ensuring that the Company operates within the law and within the limits set by its Memorandum and Articles of Association;
- 2.4 Ensuring that the Company exercises responsibility in financial and other affairs and remains solvent;
- 2.5 Ensuring that information and advice is made available in order to make informed decisions and carry out their duties effectively;
- 2.6 Ensuring appropriate frameworks for the delegation of work to staff,
- 2.7 Monitoring and reviewing all aspects of the Company's performance;
- 2.8 Ensuring that the Company demonstrates best practice in all its areas of work;
- 2.9 Establishing clear strategic, business and financial objectives;
- 2.10 Ensuring that any negative comment about the Company is immediately brought to the attention of the Chair and/or Chief Executive;
- 2.11 Acting as a media spokesperson about Company matters only after first getting permission from the Chair and/or agreeing a line with the Chief Executive; and
- 2.12 Protecting the assets of the Company.

3 TIME COMMITMENT, SKILLS AND CONDUCT

- 3.1 Competence in spoken Gaelic is desirable as all Board meetings are held in Gaelic, although simultaneous translation is provided.
- 3.2 Support for the aims of Fèisean nan Gàidheal is essential.
- 3.3 Board Members are expected to contribute a degree of expertise, experience and commitment to the workings of the organisation. They should be constructive, and competent to decide policy, monitor implementation and to monitor the finances of the organisation.
- 3.4 The ability to devote time to the organisation is essential. Board members will be expected to attend 4 board meetings per year, and to be fully prepared to take an active part in these meetings. All members are expected to take an interest in the work of the organisation as a whole.
- 3.5 Members who miss three consecutive meetings will automatically be removed from their role as a Director.

- 3.6 The Chair, Vice Chair, Secretary and Treasurer will be elected from within the Board normally for up to 3 years and they will be expected to attend additional meetings as part of an Executive Group.
- 3.7 The term of appointment is for 3 years with the option to be reappointed for a further 3 years, providing attendance at meetings during a member's first 3-year term has been satisfactory in line with 3.5 above.
- 3.8 The maximum time any member may serve continuously on the Board is 6 years, unless under exceptional circumstances detailed in the agreed Scheme for the Election of Board Members.
- 3.9 Remuneration: The appointment is unpaid, but reasonable travel, subsistence and other agreed expenses will be reimbursed.
- 3.10 Standards of Conduct: Upon appointment, members are required to observe a Code of Conduct for Board Members and are required to complete a Register of Interests.
- 3.11 Members are expected to act as ambassadors on behalf of Fèisean nan Gàidheal and their individual member Fèisean.



Iùl Giùlain do bhuill bòrd-stiùiridh Fèisean nan Gàidheal

1 Ro-ràdh

Tha an Iùl Giùlain do bhuill a' bhùird-stiùiridh air a dhealbh gus compàirt an co-dhùnaidhean a chothromachadh agus gus soilleireachadh a dhèanamh air mar a nì Fèisean nan Gàidheal cinnteach gum bi strì a tha, no a dh'fhaodadh a bhith, eadar ùidhean pearsanta agus math na buidhne air aithneachadh agus air a làimhseachadh gu h-ìomchaidh. Tha mòran ghnothaichean, proifeiseanta is prìbheideach, a bheir buill bùird san roinn shaor-thoileach chun na buidhne tha iad a' riaghladh - tha luach ga chur air an eòlas sin ach dh'fhaodadh ceist èirigh mu co-dhiù coltas còmhstri ri gnothach na buidhne. 'S e fosgailteachd is soilleireachd cnag na cùise an seo, agus tha an Iùl Giùlain seo le taic bho Chlàr Ùidhean ag amas air stèidh a leagail a nì cinnteach gun coillion a' bhuidheann riaghladh chun na h-inbhe as àirde.

2 Dleasdanasan Stiurichean

- 2.1 Stiùireadh is smachd air innleachd na buidhne, a-rèir prìomh chuspairean aontaichte;
- 2.2 A' clàradh nan cunnartan, a thaobh ionmhais no eile, agus dleasdanasan laghail co-cheangailte ri smachd na buidhne;
- 2.3 Dèanamh cinnteach gu bheil a' bhuidheann ag obrachadh a-rèir an lagha agus a-rèir Meòrachan agus Artaigean Caidreibh a' chompanaidh;
- 2.4 Dèanamh cinnteach gun làimhsich a' bhuidheann gnothaichean ionmhais is eile le cùram agus gum bi i daonnan comasach air fiachan a phàigheadh;
- 2.5 Dèanamh cinnteach gum faigh buill am fiosrachadh is a' chomhairle riatanach gus co-dhùnaidhean a ruighinn agus an dleasdanasan a choilionadh gu èifeachdach;
- 2.6 Dèanamh cinnteach gum bi suidheachadh freagarrach ann san toirear ùghdarras do luchd-obrach dleasdanasan a ghabhail os làimh;
- 2.7 A' cumail sùil is a' breithneachadh air gach raon de ghiollachd na buidhne;
- 2.8 Dèanamh cinnteach gu bheil a' bhuidheann a' nochdadh sàr ghiollachd anns gach raon de dh'obair;
- 2.9 A' stèidheachadh gu soilleir amasan innleachd, gnìomhachais is ionmhais;
- 2.10 Dèanamh cinnteach gun tèid fios mu aithris àicheil sam bith mun chompanaidh a thoirt don Chathraiche agus/no don Cheannard sa bhad;
- 2.11 Gun a bhith a' bruidhinn ris na meadhanan mu ghnothaichean a' chompanaidh gun chead bhon Chathraiche agus/no aonta mu aithris sam bith leis a' Cheannard; agus
- 2.12 A' dìon maoin na buidhne.

3 Riaghailtean

Far a bheil amharas gun do bhris ball an Iùl Giùlain, co-dhùnaidh am bòrd dòigh smachdachaidh freagarrach a-rèir an t-suidheachaidh.

4 Iùl Giùlain

- 4.1 Tha e mar dhleasdanas air buill a' bhùird an gluasad a bhith gu fìor mhath na buidhne, air thoiseach air gnothach proifeiseanta no pearsanta sam bith eile sa bheil iad an sàs. 'S e am prionnsabal coitcheann a tha ri leantainn gun seachainn buill a' bhùird gnìomhan/neo-gnìomhan nach gabh dearbhadh ceart dhan bhòrd, do bhuill is luchd-cleachdaidh na buidhne agus dhan mhòr-shluagh. San aon dòigh, bu chòir do bhuill a' bhùird a bhith furachail air nì sam bith a dh'adhbharaicheadh amharas giùlain neo-ìomchaidh.
- 4.2 Feumaidh buill ùidh an gnothach no gnothaichean ìomchaidh sam bith a dh'èireas aig coinneamhan a chomharrachadh cho luath 'sa nochdas ceangal eadar sin agus an gnothach

air a bheil am bòrd a' beachdachadh. Mas e ùidh a thaobh ionmhais a tha ann (m.e. am buidheann fasdaidh/buidheann a tha no a dh'fhaodadh a bhith faighinn buannachd) feumaidh ball a' bhùird seòmar na coinneimh fhàgail is gun an còrr pàirt a ghabhail an tighinn gu co-dhùnadh mun chùis.

- 4.3 Far nach eil an ùidh a thaobh ionmhais ach far a bheil e reusanta a meas cudromach, feumaidh ball a' bhùird an seòrsa ùidh a mhìneachadh gun dàil. An uair sin bidh e an urra ris a' Chathraiche a rèiteach a bheil an ùidh làidir gu leòr airson gu feumar iarraidh air a' bhall an darna cuid an seòmar fhàgail no bhòtadh a sheachnadh.
- 4.4 An darna cuid aig 2 no 3 gu h-àrd, bidh an ùidh is an dèiligeadh rithe air an clàradh gu soilleir sa Gheàrr-chunntas agus bidh Clàr Ùidhean nam Ball air a sgrùdadh is air atharrachadh, ma tha sin riatanach.
- 4.5 Ma tha ceangal teaghlaich aig ball ri daoine ann am buidhinn a dh'fhaodadh buannachd fhaighinn as a' cho-dhùnadh a thathar a' deasbad no ma tha gnothach/càirdeas eadar ball is daoine sa bhuidhinn, anns na suidheachaidhean gu h-àrd cha bhiodh e àbhaisteach iarraidh air a' bhall bhòtadh a sheachnadh, no an seòmar fhàgail, ach dh'fheumadh am ball an seòrsa ùidh a tha aige/aice a shoilleireachadh airson a chlàradh.

Dearbhadh

"Tha mi air mo dhleasdanasan agus m' uallach a leughadh agus a thuigsinn ann a bhith gabhail àite air Fèisean nan Gàidheal. Tha mi a' gabhail os làimh na dleasdanasan seo a choilionadh le trèibhdhireas a-rèir cùmhnantan an Iùl Giùlain seo."

Tha mise (làn ainm)

- còrr is 18 bliadhna
- saor bho bhriseadh creideis is bho fhiachan
- gun ùidh a thaobh ionmhais no nì buntainneach eile, nach deach a chur an cèill gu foirmeil;
- gun chasg laghail bho sheirbheis a thoirt mar Stiùiriche Companaidh, a-rèir cùmhnantan lagh Chompanaidhean;
- ag aontachadh an Iùl Giùlain seo a leantainn agus clàradh foirmeil a dhèanamh air gnothach iomchaidh sam bith aig coinneamhan sam bith dhen bhòrd far a bheil ceist an ùidhean pearsanta no proifeiseanta;
- ag aontachadh taic a chumail ri amasan is poileasaidhean na buidhne agus sàr ghiollachd a chleachdadh an uile raointean obrach Fèisean nan Gàidheal.

Ainm sgrìobhte

Ceann-latha



Clàr Compàirt | Register of Interests

Tha Fèisean nan Gàidheal air clàr a stèidheachadh de dh'ùidhean a' bhallrachd gus taic a thoirt dhan Iùl Giùlain. Feumaidh buill a' bhùird ùidhean iomchaidh sam bith a thoirt am follais nuair a ghabhas iad àite air a' bhòrd. Bhiodh an clàr air ùrachadh a h-uile bliadhna agus bhiodh e ri làimh mar a dh'iarradh anns a' phrìomh oifis aig Fèisean nan Gàidheal ann am Port-Rìgh. Dh'fheumte ùrachadh a-rèir thaisbeanaidhean aig coinneamhan agus mholar dha buill cothrom an clàr a sgrùdadh bitheanta.

The Board of Fèisean nan Gàidheal has established a Register of Members' Interests to support the Code of Conduct. Board members are obliged to declare any relevant interests on acceptance of a board position. The register will be updated every year and the information will be available, on request, from the organisation's head office in Portree. It will also be updated as necessary in line with any declarations made during meetings and members are invited to review its contents, regularly.

Ainm Name	
Buidheann fasdaidh agus dreuchd Employing Organisation and position held	
Dreuchd air a' bhòrd/cinn-latha is mar sin air adhart Position held on Board/dates	
Fiosrachadh mu bhallrachd air bùird eile san roinn phrìbheideach, phoblaich, no shaor thoileach: stiùireachdan companaidh: urrasachd is mar sin air adhart sna còig bliadhnaichean a chaidh seachad Details of all public and private sector, and voluntary sector, Board membership(s), Company directorships, trusteeships, etc. held over the past five years	
Fiosrachadh mu dhreuchd comhairleachaidh sheaghail sam bith sa bhliadhna chaidh seachad m.e. ma bha còrr is leth latha obrach ann Details of any significant consultancies held over last five years, e.g. if over half a day's work	
Ùidh sam bith a thaobh ionmhais am buidhnean iomchaidh/a' faighinn buannachd leithid de bhuidhinn Any financial stake in relevant organisations/beneficiary of such an organisation	
Cèile/companach sam bith am buidhinn iomchaidh/a' faighinn buannachd à leithid de bhuidhinn Any spouse/partner in relevant organisation/beneficiary of such an organisation	
Ùidh an gnothach sam bith eile a dh'fhaodte thuigsinn mar adhbhar còmhstri ri gnothach na buidhne Any other interests which might reasonably be construed as creating a conflict of interest	



Code of Conduct for Fèisean nan Gàidheal Board Members

1 Introduction

This Code of Conduct for Board Members is designed to regulate participation in the decision making process and clarify how Fèisean nan Gàidheal will ensure that conflicts of interest, or potential conflicts of interests, are recognised and handled appropriately. Board members all bring a wide range of interests, professional and private, to the Company - such experience is welcomed but can give rise to at least the perception of potential conflicts of interest. Openness and transparency are critical, and this Code of Conduct, supported by a Register of Interests, seeks to provide a framework for ensuring that Fèisean nan Gàidheal can achieve the highest standards of governance.

2 Responsibilities of Directors

- 2.1 The strategic direction and control of the Company, according to agreed priorities;
- 2.2 Identifying risks, financial or otherwise and legal obligations arising out of their control;
- 2.3 Ensuring that the Company operates within the law and within the limits set by its Memorandum and Articles of Association;
- 2.4 Ensuring that the Company exercises responsibility in financial and other affairs and remains solvent;
- 2.5 Ensuring that information and advice is made available in order to make informed decisions and carry out their duties effectively;
- 2.6 Ensuring appropriate frameworks for the delegation of work to staff,
- 2.7 Monitoring and reviewing all aspects of the Company's performance;
- 2.8 Ensuring that the Company demonstrates best practice in all its areas of work;
- 2.9 Establishing clear strategic, business and financial objectives;
- 2.10 Ensuring that any negative comment about the Company is immediately brought to the attention of the Chair and/or Chief Executive;
- 2.11 Not to act as a media spokesperson about Company matters without first getting permission from the Chair and/or agreeing a line with the Chief Executive; and
- 2.12 Protecting the assets of the Company.

3 Sanctions

In the event of a suspected breach of the Code of Conduct by a member, the board shall determine what procedures are appropriate for dealing with the situation.

4 Code of Conduct

- 4.1 Board members have a duty to act in the Company's best interests, ahead of any other professional or personal interest. The general principle to be observed is that board members should avoid actions/inactions which cannot be justified to the board, their company's members, users or the public. Equally, board members should be alert to anything which might give rise to suspicion of improper conduct.
- 4.2 Members are required to declare any/all relevant interest(s) during meetings immediately it becomes apparent that such an interest has relevance to the matter under consideration by the board. If the interest is a financial one (e.g. their employing organisation is a beneficiary/potential beneficiary) then the board member is obliged to withdraw from the meeting room and take no further part in the decision making process on this matter.

- 4.3 Where the interest is not financial but might reasonably be considered to be significant, the board member should declare the nature of the interest immediately. It will then be for the Chair to determine whether the interest is sufficiently substantial to warrant either the member being asked to leave the room, or abstain from voting.
- 4.4 In either 2 or 3 above, the interest and action taken will be recorded clearly in the minutes and the Register of Members' Interests will be checked and amended, if necessary.
- 4.5 If the interest concerns family connections with individuals in an organisation likely to benefit from the decision under discussion, or business/friendships with individuals then, in the circumstances above, the member would not normally be asked to abstain from voting or to leave the room, but would require to state clearly for the record the nature of his/her interest.

Declaration

"I have read and understood my duties and responsibilities in accepting a position on the board of Fèisean nan Gàidheal and undertake to fulfil these duties in good faith and in accordance with the provisions of this Code of Conduct."

I (full name)

- * Am over 18 years
- * Am not an undischarged bankrupt/insolvent
- * Have no financial or other relevant interest, not formally declared;
- * Am not legally disallowed from serving as Company Director, according to the provisions of Company law;
- * Agree to abide by this Code of Conduct and to formally register any relevant interest during any meetings of the board where a personal or professional interest is at stake;
- * Agree to uphold the objectives and policies of the company and to encourage best practice in all areas of Fèisean nan Gàidheal's work.

Signed

Dated

Bòrd-Stiùiridh: Foirm-Iarrtais Ballrachd - Dìomhair

Board: Membership Application Form - Confidential

Ainm an tagraiche

Name

Seòladh dachaigh

Home address

Còd-puist

Post Code

Fòn (Latha)

Telephone (Day)

Fòn (Oidhche)

Phone (Evening)

Fòn-làimhe

Mobile

Post-d

E-mail

Fèis a tha gur cur air adhart

Fèis nominating you

Ainm Rìochdaire na Fèise

Fèis Representative Name

Fòn

Phone

Post-d

E-mail

Comasan Gàidhlig an tagraiche (Cuiribh sràc mu choinneamh gach sgil)

Applicant's Gaelic ability (Please put a tick against each skill)

Labhairt

Speak

Leughadh

Read

Sgrìobhadh

Write

Tuigse

Understand

Innis dhuinn beagan mu na sgilean agaibh

Please tell us about the particular skills and experience you have which would make you a suitable candidate for board membership. You may tick as many as are applicable.

Ealain Ghàidhlig

Gaelic Arts

Foghlam

Education

Gàidhlig

Gaelic

Gnìomhachas

Business Skills

Poileasaidh agus Planadh

Policy & Planning

Sgilean Meadhanan

Media Skills

Eòlas TCF

ICT Experience

Feumalachan a Bharrachd

Additional Needs

Cùram Chloinne

Child Protection

Togail-airgid

Fund-raising

Gnothaichean Coimhearsnachd

Community Affairs

Ùghdarrasan Ionadail

Local Government



Cuiribh fiosrachadh sam bith eile thugainn, le suas ri 100 facal mur deidhinn fhèin a dh'fhaodamaid cleachdadh anns na pàipearan-bhòtaidh

Please add any other information, or elaborate on the skills you have ticked, and provide up to 100 words which we can include in the ballot papers about yourself, your background, skills and experience

Tha mi a' dearbhadh gun do leugh mi an stiùireadh mu dhleastanasan bhuill a' Bhùird

I confirm that I have read the role description for Board members

Ainm-sgrìobhte an tagraiche

Applicant's Signature _____

Feumaidh seo a bhith air a co-shoighneachadh le riochdaire bhon Fhèis a tha gur cur air adhart

This section must be countersigned by nominating Fèis:

Tha mi a' dearbhadh gu bheil an neach air ainmeachadh shuas ga chur air adhart leis an Fhèis a tha mise a' riochdachadh airson àite air Bòrd Fèisean nan Gàidheal

I confirm the above person as nominee of the Fèis I represent for election to the Board of Fèisean nan Gàidheal

Ainm-sgrìobhte
Signature

Ceann-latha
Date

Please return to Fèisean nan Gàidheal, FREEPOST NATN 380, Portree, IV51 9BR by 5pm on Monday Friday 9 November 2018, or by e-mail to arthur@feisean.org.