



Easy  
Read

**activity  
alliance**

disability  
inclusion  
sport

# Becoming a Chair or Trustee

About the roles and how to apply



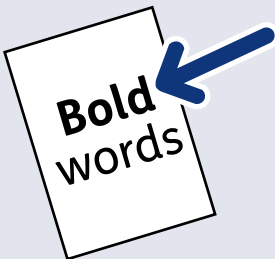
# Easy Read



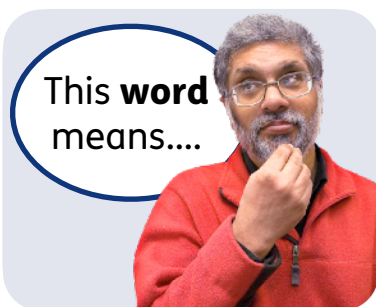
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

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# About this booklet

**activity  
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This booklet is from **Activity Alliance**.

**Activity Alliance** is a charity that helps disabled people take part in sports and activities.



We want to find some new people to join our **board**.

Our **board** is a group of people who meet to make decisions about Activity Alliance.



We are looking for:

- 1 new Chair.
- 3 new Trustees



Please read this booklet to find out about these roles and how to apply.

# About being a Chair



A **Chair** is the person who is in charge of running the board and making decisions about the charity.

If you apply to be a Chair of Activity Alliance, you must:



- Understand and care about our **values**.

**Values** are the things we think are very important and help us to know how to work.



- Understand and care about **Nolan's Seven Principles of Public Life**.

These are 7 rules that explain how members should work in a good and honest way.



- Have experience with running and making plans for organisations.



- Be happy to spend enough time and effort to do the role.



- Understand and agree with what the law says about being a Chair.



- Be good at speaking and being a leader.



- Have experience of making good decisions as part of a group.



- Work with members and leaders to make sure that Activity Alliance is running well.



- Strongly believe in the rights of disabled people, and speak up for them.



- Care about how sport and exercise can change people's lives.



You should also care about how laws can help make this happen.



If you become a Chair, you will need to do this role for at least 2 days every month.



# About being a Trustee



A **Trustee** is a person on the board who helps make decisions about Activity Alliance.

If you apply to become a Trustee, you must:



- Understand and care about our **values**.

**Values** are the things we think are very important and help us to know how to work.



- Understand and care about **Nolan's Seven Principles of Public Life**.

These are 7 rules that explain how members should work in a good and honest way.



If you apply to become a Trustee, you must also:



- Be happy to spend enough time and effort to do the role.



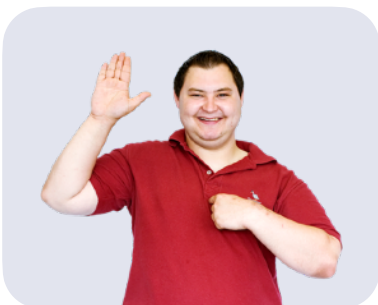
- Be good at making plans and thinking for yourself.



- Understand and agree to follow what the law says about being a Trustee.



- Be able to work well as part of a team and make decisions that are good for the charity.



- Be good at making decisions on your own.



- Be honest and speak up about what you think.



- Take part in making decisions about what Activity Alliance should do in the future.



- Make sure that Activity Alliance follows the law and other rules about running the charity.

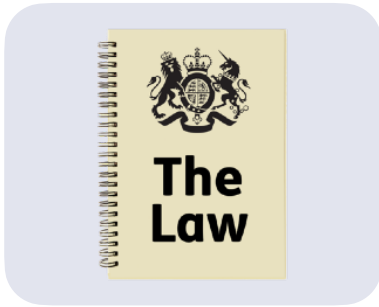


- Make sure that people think Activity Alliance is good, honest and has the right values.



- Speak for Activity Alliance when you go to meetings and events.

We would also like to find some Trustees who know about:



- The law.



- Running a business.



- Raising money.



- Using new technology.



If you become a Trustee, you will need to do this role for at least 8 days every year.

# More information



Our board has at least 5 meetings every year.



3 of these meetings will be in person at Sport Park in Loughborough.



2 of these meetings will be online by video call.



The meetings will happen:

- In the middle of the week.



- At a time in the day that most people are working.



The Chair and some Trustees must go to a bigger meeting each year, called our **Annual General Meeting**,



We want to make sure that everyone can take part in meetings and events.

For example, we will make sure that:



- Meetings and events are in places that are easy for you to go to.



- Information is easy for everyone to understand.



If you become a Chair or Trustee, you will do your role for up to 3 years.



After 3 years, we will decide whether you should stay in your role or not.



If we agree, you can then do your role for up to 6 more years.



We will not pay you to be a Chair or a Trustee.



But we will pay you back for money that you spend to do your role, like travelling.

# How to apply

When you apply, you must send us:



- A **CV** - this is where you write down information about yourself and the roles you have done in the past.



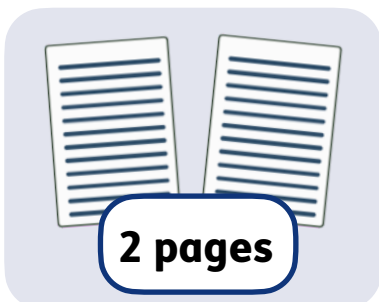
It should include what you had to do and what you did well in these roles.



- A **cover letter** - this is a letter that explains why we should hire you for the role you are applying for.



It should explain why you would be good for the role and how you have the skills we want.



Your cover letter should be 2 pages or less.





We will look at your CV and cover letter to help decide if you get the job or not.



If you prefer, you can provide this information in a different way, like:

- A video.



- A voice recording.



- A presentation.



You should also tell us about 2 people who can tell us about your skills and roles in the past.

These people are called **referees**.



Your referees should be people you have worked with, who know you well.



You should tell us:

- Their name and contact information.



- How they know you and how long they have known you.

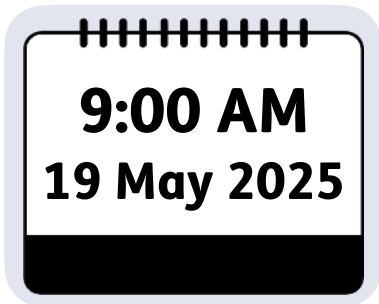


We will not talk to your referees without asking you first.



You can apply for these roles on the Inclusive Boards website:

[www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities)



You must apply by 9:00 AM on 19 May 2025.

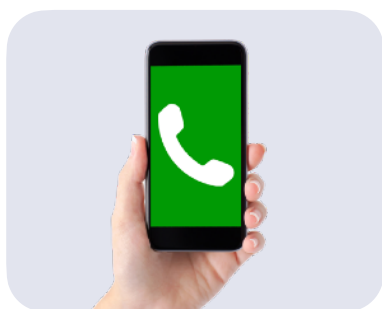
# Find out more



You can look at our website here:

[activityalliance.org.uk](http://activityalliance.org.uk)

If you want to find out more about the roles, you can contact us by:



- Phone: 0207 267 8369



- Email:  
[activityalliance@inclusiveboards.co.uk](mailto:activityalliance@inclusiveboards.co.uk)

This Easy Read information has been produced by [easy-read-online.co.uk](http://easy-read-online.co.uk)