

## So you want to join the YMPST Committee?

**We welcome applications throughout the year – here are some guidelines as to what is involved in being a Committee member and what the procedure is:**

If you want to join the Committee of the YMPST you should understand:

- \* You will have to be a member of YMPST to join the Committee.
- \* As a Committee member you will be a charity trustee: there are legal responsibilities that come with the role.
- \* We typically meet one evening per month in the centre of York for a couple of hours.
- \* Meetings are pointless if they don't lead to action. You will be expected to be an active Committee member who gets things done between meetings.
- \* We find we work best when trustees have clear individual roles and responsibilities.
  - \* We are looking for trustees who are willing to stay on the Committee for a number of years (at least one but preferably several). One third of the Committee have to step down at each AGM. A trustee can only serve three consecutive terms, so the maximum term of office is typically six to nine years. A trustee must then step down for at least a year.
- \* There is no maximum number of trustees but we think a number between 6 and 10 is about right.

The procedure is this:

Get in touch with our Chair, Linda Terry:

You will be invited to an informal chat about what becoming a trustee involves. You will have a chance to look at our Constitution, our most recent accounts and our Business Plan and to ask questions about the Trust, how we work and what we do, and what the responsibilities of being a Committee member involve.

We will want to understand your reasons for wanting to join us, what skills and experience you bring, how you would like to take YMPST forward, what responsibilities you might be willing to take on.

We may invite you along to observe one of our monthly Committee meetings to get a chance to see how we work and meet other members of the team.

As a result of meeting with you we may:

- \* invite you to join the Committee with immediate effect. If we do that, you will have to seek election by the membership at the next AGM.
- \* Or we may invite you to stand for election at the next AGM with our endorsement.

In every case you will need to complete a simple trustee application form before you can join the Committee. This includes a Fit and Proper Person Declaration. You will find this on our website at the bottom of this page:

<https://ympst.co.uk/the-york-mystery-plays-supporter-trust/>

We reserve the right not to support your application to join the Committee for any reason. In that event you will still be entitled to stand for election at the AGM but we may choose to make clear to the membership that your appointment is not one we support. We will discuss our reasons for not supporting your application with you at that time.

#### Election at an AGM

Our constitution requires 'details of persons standing for election' at the AGM to be sent to the membership with the formal notice of the meeting [Clause 11. 3) c) v.]. A completed trustee application form provides the necessary details.

'14 clear days notice of any general meeting' (including an AGM) has to be given to members [11. 3) a)]. 'Clear days' means the day the notice is received and the day of the meeting don't count in the 14 days. An email containing the notice of the meeting is deemed to have been received 48 hours after it is sent. In practice this means that a notice sent on the first of the month is deemed to be received on the third, 14 clear days must then follow, meaning the first date on which an AGM can be held is the eighteenth of the month. Accordingly the Committee requires the trustee application form to be completed **at least 21 days before the AGM** to give time for the notice of the meeting to be prepared.

Two members of YMPST must nominate the applicant as a trustee at the AGM. If the applicant has the support of the Committee, this requirement will be more than fulfilled.