



Dear Applicant

Thank you for your interest in becoming a trustee or the chair of Reading Refugee Support Group. I am enclosing/attaching an application pack to help you understand more about what is involved in these roles, what we are looking for and what the organisation does.

The pack consists of:

- ❖ a description of the work of the organisation
- ❖ an organisation structure chart
- ❖ a description of the Role of Trustee in the Organisation
- ❖ a description of the Requirements of Trustees
- ❖ a description of the Role of Chair in the Organisation
- ❖ a description of the Requirements of the Chair
- ❖ our last set of annual accounts (although please note that the turnover of the organisation will be considerably larger for the current year)
- ❖ details of the current board of trustees

In addition please have a look at our web site to get a feel for what we are about: <http://www.rrsg.org.uk>

If, having read this information, you think you might like to be a trustee or the chair of the organisation then please contact a member of staff on 0118 950 5356 or nick@rrsg.org.uk. Please state whether you are interested in becoming a trustee of the organisation, the chair or both (in the sense of one or the other). Please also give us contact details. We will be planning an informal gathering for later this year at which we can find out more about each other. After this if you are still interested and we think you have some of the qualities we are looking for there will be an opportunity to attend a formal board meeting should you so wish. After the board meeting the existing trustees will decide who to invite to become a trustee or the new chair.

New trustees and the new chair will be given will be given a proper induction into the organisation.

We look forward to hearing from you.

Yours sincerely

Mike Martin - Trustee