



Dirleton Community Association Trustee Board



Introduction

The Dirleton Community Association (DCA) is a properly constituted Scottish Charitable Incorporated Organisation (SCIO) under the auspices of the Office of the Scottish Charity Regulator (OSCR).

The constitution of the DCA lays out the organisational structure and how the SCIO shall be governed. In brief this means a Trustee Board oversees the DCA with supporting sub-committees to perform delegated tasks. There are strict clauses providing how the board shall be made up and how trustees are elected and resign. These clauses are to be found in the constitution.

Board definition.

There are three types of trustees - elected, co-opted and appointed. Appointed trustees are more common in charities where there is a controlling interest from another body. This is not the case for the DCA.

Elected Trustees

These are elected by full members of the DCA at an appropriate AGM (or SGM). They shall serve not more than two consecutive terms(years) and cannot be re-elected until 12 months have passed from the date of resignation to re-election. An elected trustee must be a full member of the DCA.

They have full voting rights on the Board (and any sub-committees). From the elected trustees there must be a chairperson elected (optionally also a deputy-chairperson).

Co-Opted Trustees

There are circumstances where a specific role may be required for the board, but the person who fulfils the role is not eligible to be an elected member (out of area, e.g.). There exists the option to co-opt a person to the board as a (co-opted) trustee. This allows the board to gain the expertise without the membership restrictions.

Trustees are co-opted directly by the Trustee Board. They have full voting rights on the Board (and any sub-committees). They cannot be elected as chairperson (or deputy-chairperson).

They serve one term(year) at a time, and automatically resign at the end of that term. Unlike the elected trustees they can be immediately co-opted back onto the board with no restriction on terms.

In order to ensure that the board is always under majority control of elected trustees the constitution states that the elected trustees must always be in the majority.



Board Structure

The DCA board has the following definition in the constitution:

| | |
|-------------|--|
| Clause 44.1 | up to ten Individuals elected as Charity Trustees by the Ordinary Members in terms of Clause 46 ("the Elected Charity Trustees"), who must themselves be Ordinary Members; |
| Clause 44.2 | up to three Individuals co-opted in terms of Clause 48 ("the Co-opted Charity Trustees"), so as to ensure a spread of skills and experience within the Board; |

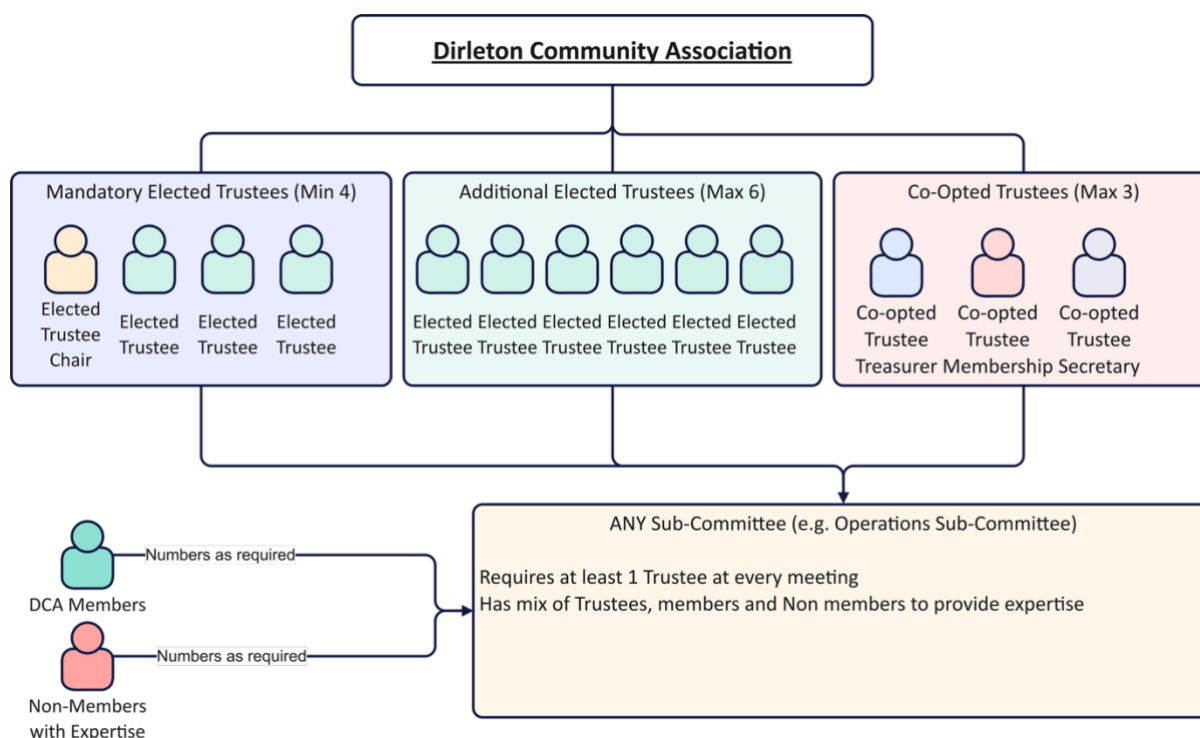
The DCA would like to use the co-opted trustees as method of ensuring continuity of the main "offices" of the DCA:

- Treasurer
- Membership Secretary
- Minutes Secretary

These roles can, therefore, be fulfilled on a continuous basis until such time as the person involved resigns.

The DCA needs to ensure that there are at least **four** elected trustees in place for this to be allowed.

The following diagram shows the overall structure:





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Trustees

A Trustee is a person who having read and understood the role of a trustee (as described by the OSCR and the constitution) is prepared to uphold the provisions of the constitution and the law in their execution of said Trustee role.

Any full member of the DCA may become a Trustee. There is a formal application and declarations to be signed and there may be vetting that the OSCR will undertake.

To become a Trustee a person should make sure they have read all appropriate material and understand fully the implications of such, they should then submit their name to the current chairperson. There is no requirement for third party proposal of a trustee.

At an AGM (or SGM) a motion will be raised to vote in any candidates for trustee positions and it is the vote of all full members present (or by proxy) that shall elect a trustee.

Why should I become a trustee?

The DCA is keen to represent and work with the views of the whole community. It is, therefore, desirable to have a representative spread of the community on the Trustee Board.

If you are willing to commit some time to get involved with meetings and projects to the benefit of the community then becoming a trustee would be a good step.

There will be a minimum of 4 Trustee Board meetings a year along with expected attendance at various sub-committees and the AGM.

What do I need to know?

There are a collection of documents and links from the OSCR and other Scottish Charity groups about being a trustee posted on the Community Website.

For the trustee documents please visit:

<https://adm.dirletonvillage.org/dca-pages/dca-trustee-board/>

Please take time to read these documents. If you have any general questions please approach the current board of trustees:

- Simon Paterson Brown - DCA-Treasurer@dirletonvillage.org
- Carl Hamer - DCA-Planning@dirletonvillage.org
- Fred McClintock - DCA-F&GRep@dirletonvillage.org

If you have specific questions relating to trustees and the constitution then please address those to Mike Howarth (news@dirletonvillage.org)

If you wish to become a trustee then please let us know by sending an email to dca-chair@dirletonvillage.org. We will then send you the forms to be filled in and process them.



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Application Timescales

This call is published as of 6th November 2025.

We require all expressions of interest back no later than **Friday 21st November 2025**

This will give enough time to fill in appropriate paperwork ready for the AGM.