



Swansea City Supporters' Trust Guidance for Serving as a Board Member

Thank you for expressing an interest in serving as a member of the Supporters' Trust board. The future of the Trust and our ownership and involvement with Swansea City Football Club is dependent on the goodwill, time and effort of our members.

As a Director of the Swans Trust you will need to be prepared to commit some time and expertise to the running of the Trust. By putting yourself forward for election you will be expected to carry out duties in a professional and confidential manner. Please read the following guidelines as to what your role may entail to ensure that the commitment is right for both you and the Supporters' Trust board.

1. By joining the Swansea City Supporters' Trust board of directors, you will be making a commitment to uphold the values and integrity of our community association.
2. When you join you will be assigned a 'mentor' for the first six months of your tenure who will be in a position to support and guide you through the requirements of your role.
3. The Trust board meets once a month, either in person or virtually, and you would be expected to attend every meeting where possible.
 - a. If you are unable to attend a meeting you should notify the Trust Secretary three days in advance to offer your apologies.
 - b. The Trust board holds the right to accept or decline said apologies. Repeated absences could result in you being asked to step down from the board.
 - c. In addition, the Trust holds an AGM, Members Forums and possibly further General Meetings which you would be expected to attend where appropriate.
4. The Trust maintains a Pod outside the Swansea.com stadium where we meet our members on match days. You would be expected to help staff the pod on some of the games you attend. We will produce a rota at the beginning of the season and if everyone is available it would involve chatting to fans one in every three games.
5. The Trust has a variety of sub groups to ensure the efficient running of our community organisation. You would be expected to be actively involved in **at least** one of these sub groups and attend virtual meetings where possible.
6. All information discussed in meetings, with other board members or with members of Swansea City AFC shall be classed as confidential until (or unless) published on our Trust website. You will be expected to maintain professional levels of confidentiality. This includes both your time serving on the Trust board and in the future after you have stepped away from your role.
7. You must notify the Trust board upon election, and at the beginning of each term of office, of any possible conflicts of interest with both the Trust and the club.
8. The Trust's Model Rules and other key documents are held on our website. It is important that you read these to understand the role of the Supporters' Trust. They can be found at the following link: <https://www.swanstrust.co.uk/about/trust-documents/trust-rules-and-policies/>

Thank you for taking the time to read this document and if successful we look forward to welcoming you as part of the Swansea City Supporters' Trust board of directors.