

Trustee reference request covering letter (to accompany Reference Request Form)

Dear [Referee name]

[Nominee name] has been nominated as a Trustee of West Wiltshire & East Somerset Area Quaker Meeting and has given your name as a referee.

This charity comprises six Quaker Meetings. Its Trustees have overall responsibility for finance, property, governance and employment matters. I'm attaching a role description so you can see what this entails.

I would be grateful if you would complete the Trustee reference request form also attached. If you choose to type into it, the box sizes will adapt to the length of your responses.

In friendship / Yours sincerely

[Name and contact details of sender]

Trustee reference request covering letter (where Reference Request Form is not being used)

Dear [Referee name]

[Nominee name] has been nominated as a Trustee of West Wiltshire and East Somerset Area Quaker Meeting and has given me your name as a referee.

This charity comprises six Quaker meetings. Its Trustees have overall responsibility for finance, property, governance and employment matters. I'm attaching a role description so you can see what this entails.

Do you consider [nominee name] to be a fit and proper person to join other trustees in helping to manage the affairs of the charity? In your view, does he/she demonstrate integrity and probity, and would always act in the best interests of the charity?

Trustees are charged with taking reasonable steps to protect from harm people who come into contact with their charity. Our trustees do not themselves work with children or adults at risk of harm, but it is nevertheless important to know that they would be fit to do so. For this reason, I also ask you to say whether you would have any cause for concern were [nominee name] to be in close contact with or to have responsibility for children or adults at risk of harm.

Either an email response or a traditional written reference would be equally acceptable. My contact details are

In friendship / Yours sincerely

[Name and contact details of sender]