

BRIDPORT ARTSCENTRE

PROSPECTIVE TRUSTEES INFORMATION PACK

We are looking for new trustees to help deliver our ambitions for the 50th anniversary of the arts centre in 2023-2024 and to contribute to the next 50 years!

We want to diversify our trustee board pool of skills, experience, and capacity, particularly from communities which have been historically excluded from decision making in the arts industries and at the arts centre.

ABOUT BRIDPORT ARTS CENTRE

Our new Director will be starting work full-time in August and we have recently appointed a Marketing Manager and Finance Officer.

We are a registered charity and a member of the Arts Council England National Portfolio. We deliver:

- A year-round programme of theatre, music, dance, comedy and spoken word performances, film and event cinema in the Marlow Theatre (194 seat) and other venues throughout the local community
- A varied and high-quality visual arts programme primarily in the Allsop Gallery
- The Bridport Prize - an international creative writing competition with around 14,000 entries from over 100 countries in 2022.
- From Page to Screen – a vibrant annual film festival based on literary adaptations
- A range of other workshops, activities, and projects at the arts centre and elsewhere, bringing inspiring arts activities to the people of Bridport and beyond

We have recently reinvigorated our commitment to Equity, Diversity, and Inclusion (EDI) and are fostering safe and welcoming environments to work and spend time in, which acknowledge people's intersectional lived experiences of class, gender, race, sexuality, disability, and faith. We are working to put ambitious EDI into practice and are committed to building spaces and opportunities which are accessible and relevant to the whole community of Bridport and engage audiences across Dorset and beyond.

We know that for a group of people making decisions, difference is good and diverse is best. The arts and the world at large are more vibrant, impactful, and authentic when many perspectives are heard and valued.

The board of trustees has ultimate responsibility for monitoring and deciding the strategic direction and governance of the charity. A number of our trustees are coming to the end of their six-year term in 2023, including our chair, and we are looking for new trustees who will guide the charity through the coming years.

WHAT WE ARE LOOKING FOR

We are looking for committed individuals with a passion for arts and culture, and an understanding of the important role they can have within a community.

We are particularly looking for trustees with expertise in:

- Business planning
- Accounting
- Human Resources
- Fundraising/experience in the not-for-profit sector
- Community partnerships

We are also particularly welcome to applications from members of communities which have been historically excluded from decision making in the arts and the arts centre, including young people, carers, young parents, people with disabilities, the LGBTQ+ community, and people of the global majority.

HOW TO APPLY

To apply to become a trustee, please send a CV and covering letter, or video no longer than 3 minutes, stating how you meet the person specification outlined below and why you want to be a trustee of Bridport Arts Centre

Please send your application to board@bridport-arts.com

If you would like to arrange a time to have an informal discussion about the role before applying, please contact board@bridport-arts.com

If you have any access needs, please contact us.

Once we have received your application, if you are successful at this stage, you will be invited to attend an informal interview within the week beginning 4th September. This meeting will be with at least two trustees, in person or online, where we will ask all applicants the same questions and you can get a feel for us. After this, you will be invited to observe a trustee meeting on the 22nd September. If you and we decide to go ahead, you will be expected to attend the AGM in November.

Closing date for applications: 11.59pm 18th August 2023

THE ROLE OF TRUSTEE

The principal duties of a trustee of Bridport Arts Centre are to:

- Work with the other trustees to decide the objectives and direction of the art centre, monitor progress against these objectives, and support the Director and in turn, the staff.
- Work well as a team with the other trustees.
- To represent the arts centre as an ambassador in other settings.

Trustees provide effective leadership and governance to the arts centre by:

- Reviewing the arts centre's policies, procedures, and practices to make sure they are effective and in line with the arts centre's objectives.
- Being active at meetings and presenting your views and ideas here and in any subgroups.
- Monitoring the arts centre's business plan, risk register, and activity reports for any change in direction which hasn't been previously agreed.
- Representing and advocating for the arts centre in any other settings in an appropriate way which builds and supports contacts and partnerships.

Trustee support and expectations at Bridport Arts Centre:

- New trustees are given an induction session with the chair of trustees and Director of the arts centre to introduce you to the decisions the board is currently making, and talk you through the most current board papers, including the business plan, financial report, and risk register.
- Training is available if you would like it, and there is the opportunity to buddy up with another trustee or potentially an appropriate trustee on another board. There is always an opportunity to ask questions in the meetings.
- The board meets at least 6 times a year (every other month) for two hours in the evening. The time commitment for trustees includes these meetings, attendance of any subgroups, responding to emails, and occasional planning and development days or half days which are arranged by the trustees.
- Trustees are expected to engage with and support the arts centre outside of board responsibilities however, we appreciate that not everyone can make the same level of time commitment and take this into account.
- Trustees serve a term of three years and can be reappointed for a second term. The maximum time a trustee can serve is 6 years.
- The role is not paid but travel and out of pocket expenses can be covered.

A brief biography of all our current trustees can be found on our website -

<https://www.bridport-arts.com/bridport-arts-centre-trustees/>

PERSON SPECIFICATION

Experience/attribute	Essential (E) Desirable (D)
Ability and willingness to commit the time required for trustee responsibilities, carry out the role to the best of your ability, and to take up training opportunities to continue to carry out the role confidently and effectively.	E
Expertise in at least one of the following areas: business planning, accounting, Human Resources, fundraising, and developing community partnerships.	E
Personal values which align with the arts centre and an understanding of, and commitment to, EDI.	E
Diplomatic communication skills; the ability to listen and effectively respond to others and present your own ideas well.	E
Previous experience in a governance role within the charitable or not-for-profit sector. (Understanding this role is essential to be a trustee but you will be able to learn more about this at your induction and access training should you wish to.)	D
Strong networking skills and a willingness to utilise contacts for the benefit of the arts centre.	D

ROLE AND PERSON SPECIFICATION OF THE TREASURER

The treasurer has all the duties of other trustees with the additional responsibilities of:

- Oversight of the financial accounts,
- Supporting other trustees to understand these accounts, and
- Leading the finance committee.

The arts centre Finance Officer works directly with the Director to produce the budget and end of year accounts and we use accountancy services for final touches. However, as the board are ultimately responsible for signing-off these accounts, the treasurer should be able to answer specific questions from other trustees to empower them to make the sign-off decision. The Treasurer also leads the finance committee, which is made up of other trustees, to scrutinise the accounts produced by the Finance Officer and Director and then present them at the full board meetings.

The treasurer should have experience working with financial accounts, whether their own self-employed or small business accounts or working in an accountancy role. The treasurer does not need to have held the role of charity trustee before but be able to transfer the skills they already have to the role.

If you are interested in this role but are not confident that you have the necessary skills, please contact us for an informal discussion to discuss the role in more detail and to consider what

support might enable you with the skills you already have.

Experience/attribute	Essential (E) Desirable (D)
Experience producing and scrutinising financial accounts.	E
Able to respond to questions and queries about the financial accounts in board meetings.	E
Experience facilitating and leading a team.	E
Experienced and confident in charity accounting and reporting.	D
Experience as a charity treasurer.	D