

BRIDPORT ARTSCENTRE

TRUSTEE RECRUITMENT COVER LETTER

2023 is a big year for Bridport Arts Centre. We are celebrating our 50th anniversary, have recently appointed a marketing manager and finance officer, and we have a new Director who will start work full-time in August. We now need new trustees!

We are looking for people to join our trustee board who have an interest and passion for the arts, community, and our collective environmental responsibility. You would need to attend our trustee meetings, which take place every two months, and contribute to discussions and decisions about the priorities of the arts centre. Your responsibilities, according to the Charity Commission, will be to:

- Ensure the arts centre is carrying out its purposes for the public benefit
- Comply with the arts centre's governing document and the law
- Act in the arts centre's best interests
- Ensure the arts centre is accountable
- Manage the arts centre's resources responsibly
- Act with reasonable care and skill

You are not expected to know everything, only to bring yourself and your experiences to inform our overall decision making. The governing documents for the arts centre are the memorandum and articles of association, and these can be found on the Charity Commission website. You will be supported in understanding these documents and the role of the trustee board through an induction if you become a trustee, and will be offered the opportunity for a buddy should you want one.

Being a trustee gives you the opportunity to get stuck into the strategic running of the arts centre such as joining the finance subgroup or taking on an officership such as chair. As trustees, we are responsible for monitoring that the arts centre is being run properly and fulfilling everything it is supposed to be achieving.

Trustees are not paid however you can receive expenses for travel and agreements can be made to pay expenses for anything which would otherwise limit your ability to perform as a trustee. We hold our meetings in person or hybrid, in person and online.

We are particularly looking for trustees from communities which have been historically excluded from decision making at the arts centre. Young people, carers, young parents, people with disabilities, the LGBTQ+ community, and people of the global majority are all especially welcome.

We are also particularly looking for specific skillsets. Please apply if you have experience relating to: accounting, HR, business planning, fundraising, or community engagement.

To apply, please see the enclosed information pack.