

# BRIDPORT ARTSCENTRE

## PROSPECTIVE TRUSTEES INFORMATION PACK - TREASURER

Bridport Arts Centre has recently recruited a number of 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 are now looking for a trustee to act as our Treasurer.

We want to diversify our trustee board's 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, Claire Tudge started in August 2023 and is developing the centre's business plan working towards a sustainable future for the arts centre.

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, which in 2023 received over 14,000 entries from over 100 countries.
- *From Page to Screen* – a vibrant annual festival exploring literary adaptation in film.
- A range of 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 to 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 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.

Our board of trustees has ultimate responsibility for monitoring and deciding the strategic direction and governance of the charity. A brief biography of each of our current trustees can be found on our website - <https://www.bridport-arts.com/bridport-arts-centre-trustees/>

**We are now looking for a board member with expertise in business planning, accounting, charity finance and fundraising to act as our Treasurer.**

To arrange a time to have an informal discussion about the role, please contact [board@bridport-arts.com](mailto:board@bridport-arts.com) and ask to speak to the Director or a board member, or to apply for this role, please send a CV and covering letter stating how you meet the person specification outlined below and why you want to be a trustee of Bridport Arts Centre to [board@bridport-arts.com](mailto:board@bridport-arts.com)

If you are successful at this stage, you will be invited to attend an informal discussion 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 if you wish. If we jointly decide to go ahead you will be expected to attend the AGM on 24th June.

**Closing date for applications: 15 April 2024 (or by arrangement)**

### **THE ROLE OF A 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 these objectives, and support the Director and in turn, the staff.
- Be familiar with and comply with the Charity Commission's six main duties.
- 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 their 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 the 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.

### **The Treasurer role**

In addition to acting as a trustee the Treasurer is an appointed officer of the board and is expected to

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Lead the finance committee.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

This means working closely with the Director and the Finance Officer, and reporting regularly to the finance committee and full board as follows:

- Liaison with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at meetings (balance sheet, cash flow, fundraising performance etc).
- Support the Director in the preparation of the annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place.

## PERSON SPECIFICATION (TRUSTEE)

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
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 to 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
<b>Specific requirements for the Treasurer</b>	
Good financial analysis skills.	E
Knowledge and experience of current finance practice relevant to voluntary and community organisations.	E
Ability to communicate clearly and interpret financial data for other board members.	E
Previous experience as a treasurer in an arts or other not for profit organisation.	D
Expertise in business planning, accounting	D
Expertise in fundraising and developing community partnerships.	D