

BRIDPORT ARTSCENTRE

CLERK TO THE BOARD OF TRUSTEES

At Bridport Arts Centre our board of trustees has ultimate responsibility for monitoring and deciding the strategic direction and governance of the charity. We have recently recruited a number of new trustees and this expanded board will guide the charity through the coming years.

We are now looking for a clerk to provide administrative support to the board as detailed below. This is a voluntary unpaid role, however we will pay reasonable expenses required to carry out the duties. The clerk will be offered complimentary Supporter status of Bridport Arts Centre, which gives discounts to many events.

To arrange a time to have an informal discussion about the role, please email board@bridport-arts.com and ask to speak to the Director or a board member, or to apply for the role of clerk, please send a CV and covering letter to board@bridport-arts.com stating how you meet the person specification outlined below and your availability.

If you are successful at this stage you will be invited to attend an informal discussion with the Director and one or more trustees. After this, you will be invited to observe a trustee meeting if you wish. We would like to appoint before the meeting on 20th May.

Closing date for applications: 20th of March 2024

ABOUT BRIDPORT ARTS CENTRE

BAC 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 received over 14,000 entries from over 100 countries in 2023.
- From Page to Screen – a vibrant annual film festival based on literary adaptations.
- 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 reasserted our commitment to Equity, Diversity, and Inclusion (EDI) and to fostering safe and welcoming environments to work and spend time in, acknowledging 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.

THE ROLE OF CLERK

RESPONSIBILITIES OF THE CLERK TO THE TRUSTEE BOARD

The clerk will be an important support to Bridport Arts Centre's (BAC) board of trustees. This is a new role for the BAC board and we will work together with the successful candidate to ensure meetings are efficient and communications are excellent.

The role of clerk to the board of trustees is administrative and does not confer membership of the board or of the charity. We would encourage the successful candidate to become a member of the charity <https://www.bridport-arts.com/supporter/>

The Chair of trustees and the Director will provide induction, and access to all necessary documentation and information. We will 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.

Board meetings are held every two months at the arts centre in Bridport usually starting at 5.30 and lasting up to two hours. The timing of our AGM is changing and is likely to be on 24th June in 2024.

The clerk will report to the chair of trustees and be responsible for the following tasks:

- Convening board of trustee meetings every two months, the AGM and other general meetings, away days. Updating the board calendar.
- Compiling the agenda and papers for each meeting with the Chair, Treasurer and Director; uploading papers to the board folders of the BAC server and notifying trustees when available. Circulating necessary papers to observers and others as requested.
- Attending meetings, taking minutes, noting attendees and apologies, recording actions and decisions (with reasons as appropriate), recording appointments of officers. Co-ordinating and counting voting within trustee meetings.
- Minutes should be produced within two weeks of the meeting and agreed with the Chair and the Director before circulating to trustees and observers.
- Following each meeting - amending the previous minutes and amending risk register as required and uploading to the server.
- Maintaining a register of trustees, their term, any sub-groups they sit on, and any officerships, recording declarations of interest. Giving notification of upcoming ends of term of office for trustees.
- Maintaining a register of trustees' attendance, alerting chair to non-attendance of more than three meetings in a rolling yearly period, or of all meetings within a six-month period
- Administration of the board folders on the BAC server (OneDrive) ensuring that agendas, minutes, reports, and other relevant approved papers are uploaded in a timely fashion and redundant material (drafts) deleted.
- Any other reasonable functions as agreed by the trustees and the clerk.

PERSON SPECIFICATION (CLERK)

Experience/attribute	Essential (E) Desirable (D)
Excellent written and verbal communication skills; diplomacy; the ability to listen effectively and to confidently ask for clarification if required.	E
High standard of literacy; attention to detail, ability to take accurate notes and produce coherent, concise minutes.	E
Discretion – track record of working in an environment where discretion and confidentiality are required.	E
Competent with Microsoft office programs, proficient IT skills .	E
Ability and willingness to commit the time required for the clerk’s 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
Experience of carrying out a similar role in the not for profit sector.	D