

Take Art Trustee/Board Member Job Description



Take Art is a pioneering arts charity, serving the towns, villages and rural communities of Somerset and beyond. We provide opportunities for people of all ages and abilities to experience participate and work within the arts. Take Art' works across the performing arts - dance, theatre, spoken word, music and we have a particular specialism in working with children under 5yrs.

We have a really engaged board currently numbering 8 but want to build our board over the coming months. We are looking for members with industry experience in **Finance, Marketing and PR, Human Resources, Compulsory Education**. You don't need to have experience in working with the arts, simply have an interest and want to find out more!

Finance: Work with the CEO in ensuring that Take Art's financial status is robust and that the Company and Charity is working within the law.

Marketing: to comment and advise on marketing and PR strategies (online and offline) and be a critical friend to Take Arts Marketing Manager

Human Resources: Support the CEO in matters concerning staff welfare and advise on employment law

Compulsory Education: Work with Take Art to explore opportunities of mutual benefit with the compulsory education sector and ensure staff are aware of the policy changes that effect the sector

We want you to bring your ideas to the arts and we want to share with you the richness and creativity the arts offer. Take Art's lively Board is open to new ideas and we have excellent staff. The Board work as a team so the load upon individual members is not onerous. We meet six times a year.

1. What it means to be a Trustee

Take Art is a registered charity. Our trustees are responsible for controlling its management and administration. However Take Art is also a company limited by guarantee, meaning that the trustees also act as company directors, managing the affairs of the organisation in accordance with company law.

2. The Formal Duties and Responsibilities of Trustees

Take Art's governing documents are its Memorandum and Articles of Association and they set out the formal duties and responsibilities of the trustees.. In certain circumstances and where deemed necessary, trustees will be supported by a specific job role and description.

The general duties, conferred on trustees by the Charity Commission and Companies House, are:

- a) to help protect the property and interests of Take Art;
- b) to give time to the administration of Take Art and take an active part in supporting it;
- c) to understand the purpose of Take Art and the way it works;
- d) to be generally aware of the organisation's financial position;
- e) in the case of new trustees, to meet fellow trustees and to appraise themselves of the work of Take Art
- f) to help ensure that all necessary statutory documents are returned to Companies House and the Charities Commission on time;
- g) to act reasonably and prudently in all matters;
- h) to avoid letting their personal prejudices affect their conduct as a trustee of the charity;

3. Additional Duties and Responsibilities

The following duties have been adopted by Take Art to ensure that trustees can play a full and proper role in managing the organisation:

- a) act in the best interests of Take Art at all times;
- b) never undermine in public the good name of Take Art, the other trustees, the staff or volunteers;
- c) aim to achieve at least 75% attendance at Full Board meetings;
- d) join one or more of the sub-committees (according to the individual's skills and experience);
- e) attend, as far as possible, Take Art events, when invited to do so;
- f) respect and observe all Take Art's policies;
- g) attend the Take Art trustee training and development events;
- h) recognise the role of the staff and understand the extent of the trustees' powers to delegate to them;
- i) as far as possible, to be available to offer advice and support to other trustees and staff as well as for the purposes of carrying out day-to-day duties such as the signing of Take Art's cheques;
- j) respond to all Take Art correspondence within fourteen days of receiving it, where practical
- k) be prepared to join the buddy system where a trustee supports a member of staff. This will be for a maximum of 6 hours per year either via email, Skype or face to face meetings
- l) attend the annual Staff and Board get together

4. Expenses

Trustees are not paid to serve on Take Art's Board but reasonable travel expenses can be covered to attend meetings.

5. What you will get out of it

- a) being a trustee is valuable experience
- b) an opportunity to for fill your business Corporate responsibility
- c) the opportunity to broaden your understanding of the arts
- d) the chance to experience and take part in a wide range of artistic events across Somerset
- e) to be part of a dynamic team
- f) the opportunity to support the Arts within Somerset

5. Recruitment Process

If you are interested in joining us please send your CV and a maximum of 300 words on what you could bring to Take Art to info@takeart.org.

The Chair and Chief Executive will take forward shortlisted candidates to the Board and contact applicants following the Board feedback.

If you have any questions about becoming a Board Member please email info@takert.org