

## **Role Description**

<b>Title:</b>	<b>Trustee</b>
<b>Role type:</b>	<b>Volunteer</b>
<b>Time:</b>	<b>1-2 hour board meetings, 6 times a year</b>
<b>Location:</b>	<b>The Art House, Drury Lane, Wakefield, And/or remote access via video conf.</b>

### **Description**

As representatives of the community, promoting and supporting visual arts in Wakefield and beyond, Trustees are required to provide strategic and financial leadership of The Art House.

Trustees are expected to regularly assess the changing external environment, approving and reviewing the organisational mission and vision, reviewing and approving its strategy and financial goals and budgets, and reviewing and approving major policies.

You will be the main force ensuring that The Art House realises opportunities for service to both the artistic community generally and to the Wakefield community specifically, fulfilling its objectives to the organisation's users, staff, volunteers, funders and wider community.

### **Principal Responsibilities**

#### **Planning:**

- Approve the organisation's mission statement and review the staff's performance in achieving it

- Annually assess the changing environment and approve the organisation's one-year plan
- Annually review and approve the organisation's one-year strategy
- Review and approve the organisation's five-year financial goals
- Annually review and approve the organisation's budget
- Approve major policies

**Organisation:**

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward and if necessary or desirable, change the Chief Executive of the organisation
- Regularly discuss with the Chief Executive matters that are of concern to him/her or to the Committee
- Be assured that management succession is being properly provided
- Be assured that the organisational strength and staffing is equal to the requirements of the long-range goals
- Approve appropriate salaries, terms and conditions of service for the Chief Executive/Artistic Director and ensure that expenditure on salaries is always within budget
- Put forward names of prospective members of the management committee and fill vacancies as needed
- Annually approve the staff's work plans and review their performance

- Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

### **Operations:**

- Review the results achieved by the staff team in relation to the organisation's aims and objectives, annual and long-range goals and the performance of similar projects
- Be certain that the financial structure of the organisation is adequate for its current needs and its long-range strategy
- Provide candid and constructive criticism, advice, comments and praise
- Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services

### **Audit:**

- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations
- Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation
- Ascertain that the Chief Executive has established appropriate policies to define and identify conflicts of interest throughout the organisation and is administering and enforcing those policies

- Appoint independent auditors subject to approval by members
- Review the compliance with relevant laws affecting the organisation

## **Special knowledge, skills and experience**

The Art House aims to recruit a board of Trustees who, between them, can provide the organisation with access to an array of knowledge, skills and experience that may be seen as particularly helpful in supporting the organisation to fulfil its mission.

With the imminent retirement of two longstanding Trustees, we would love to hear from members of the local community in West Yorkshire, as well as those from the wider creative sector, who have one or more of the following skills:

- Experience of strategic financial management
- Fundraising for the third sector, or individual donor programmes
- Commercial business experience and networks
- Expertise in marketing, communications and media relations
- Direct knowledge of the arts/creative industries sector
- Technology, either or both creative and business

## **More about The Art House**

Whether you're staffing reception, programming



exhibitions or serving as a trustee, we think we're a fun, flexible, and interesting place to be (Think paddling pools, dog-friendly offices and artists in residence feeding you fruit. Don't ask... actually, do!)

Head to our website to find out more about what we do, who we work with, and our history: [the-arthouse.org.uk](https://the-arthouse.org.uk)

### **How to apply**

To make an expression of interest or to find out more about joining the Board, please contact the Chair, Anamaria Wills, by [emailing us](#) or calling 01924 312 000.

**Deadline for applications: Friday 21 August 2020, 17:00**