

## Chair of the Arts Catalyst Board of Trustees Job Description and Information

The role of the Board is to provide:

- Entrepreneurial and strategic leadership in pursuit of the organisation's objectives
- Prudent and effective control including the assessment and management of risk

Arts Catalyst's constitution currently allows for a minimum of 3 and a maximum of 9 Trustees, elected for a 3 year term but with the opportunity to be re-elected. The Trustee role is voluntary but out of pocket expenses are paid.

### RESPONSIBILITIES OF BOARD AND THE CHAIR

Board and Chair:

- Approve the mission
- Approve the business model / plan
- Agree the strategy and planning process and maintain the strategic vision
- Ensure legal and financial obligations are adhered to
- Appoint and appraise the Chief Executive and Artistic Director
- Oversee and support programming policy
- Confidentiality
- Assist with fundraising and contacts
- Proactively advocate for and promote the organisation
- Oversee organisational change
- Have responsibility for Health and Safety, Equal Opportunities and other necessary policies
- Attend Board meetings and events, including sub-committees where appropriate
- Attend at least 5 events per year
- Attend the annual away day
- Give an undisclosed donation once per year
- Assist and advice on selected projects
- To comply with the Charities Act 2011, the recommendations of the Charity Commission of England and Wales, and the governing documents of the charity

Duties of Chair:

- Give overall leadership to the organisation
- Ensure the Board understands its role and responsibilities
- Ensure the Board understands and debates the vision
- Ensure diversity and a good range of skills
- Ensure those skills are used

- Ensure that meetings are effectively run and minuted, and that decisions are taken
- Ensure succession planning for self, Board and CEO/AD
- Act as alternative spokesperson for the organisation
- Appraise annually Board members and CEO/AD

#### Chair's relationship with CEO/Artistic Director

- Maintain a good but discerning relationship based on respect, trust and mutual dependence
- Share an understanding of and appreciation for the vision
- Be both a sounding board and critical friend
- Ensure that the CEO/AD has the support they need
- Agree a protocol for communication both personally and within the organisation
- Agree annual cycle, agenda, necessary paperwork and subsequent Minutes for Board meetings

#### Chairing the meeting:

- Fulfill the agenda and only the agenda
- Ensure that the priority items are discussed first
- Keep the discussion on track
- Stay as neutral as possible
- Summarise and ensure decisions are made for the organisation
- "Protect the weak, control the strong"
- Ensure a good team spirit within meetings

#### Eligibility

We are seeking an individual who has:

- Strong leadership skills, who has had 5+ years in a leadership role or capacity
- A track record of working in or with the cultural sector
- Diverse national and international networks (from various sectors)
- Experience and knowledge in fundraising, sponsorship and 'giving'
- A commitment to Arts Catalyst's mission and is able to commit their time to the responsibilities of the role

#### In summary:

- A good Chair/CEO relationship is crucial to a successful organisation and requires openness and honesty on both sides
- Mutually ensuring a good mix and use of Board skills, a clear understanding of roles and responsibilities, and good procedures should ensure an effective, motivated Board
- Mutually investing time and energy in developing trust and communication between Board and staff is essential

#### **Some people are disqualified by law from acting as a trustee including anyone who:**

- Has an unspent conviction for an offence involving deception or dishonesty
- Is an undischarged bankrupt
- Has been removed from trusteeship of a charity by the Courts of the Charity Commission for misconduct or mismanagement
- Has been disqualified from being a company director under the Company Directors Disqualification Act 1986.

A great Chair is...

- Intelligent
- Charismatic
- Diplomatic
- Passionate about and committed to the organisation
- Able to focus on the organisation and not themselves
- Able to exercise strategic judgement
- A good listener
- A good spokesperson
- Able to generate a good team spirit amongst Board and staff
- Able to manage the Board of Trustees
- Knowledgeable in good governance and confident about putting this into practice
- Filled with a strong sense of public benefit
- Is present - attends events, exhibitions and meetings

## **Expressions of Interest**

Expressions of interest should be made by emailed letter, highlighting what skills and attributes you can bring to the role. You should demonstrate your experience in any similar role, as well as your reasons for wishing to become the Chair of Arts Catalyst.

Please include a CV.

Please complete and return the Equal Opportunities Monitoring Form also [downloadable from our website](#). Please contact us on +44 (0)20 7278 8373 or [email us](#) if you require this information in an alternative format.

For an informal discussion about the role, please contact Claudia Lastra, Executive Director, on [claudia.lastra@artscatalyst.org](mailto:claudia.lastra@artscatalyst.org)

Expressions of interest should be sent to: [opportunities@artscatalyst.org](mailto:opportunities@artscatalyst.org) with “Chair Recruitment” in the subject box.

**Deadline for expressions of interest: Monday 3rd September 2018, 10am**  
**Interviews, October 2018.**

## **Appointment**

Shortlisted candidates will be invited for a meeting with the recruitment sub-committee and the executive team. The prospective Chair will be invited to attend a Board meeting in an observer capacity (in November 2018), prior to a decision on appointment. An induction will be offered to the new Chair.