



TRUSTEE/DIRECTOR RECRUITMENT

Women & Theatre is both a registered charity and a company limited by guarantee. Its Management Committee (Board) members are therefore referred to as both Trustees and Directors reflecting Charity Commission and Companies House requirements respectively.

The Board of Women & Theatre should comprise of people who are able to fulfil the skills requirements of the organisation and will thereby support its work. We welcome candidates from all backgrounds and are particularly looking for those with expertise in:

- IT
- Law (Employment & Charity Law desirable)
- Arts, Innovation & Creativity

Trustees/Directors will be expected to attend at least 50% of meetings annually, including quarterly meetings, any 'extraordinary' meetings or working party meetings if a member and also at the Annual General Meeting, which normally coincides with the October (Q2) Board meeting. We also encourage regular attendance at performances and other key events run by Women & Theatre.

To submit an Expression of Interest in becoming a Board member, please email a CV and cover letter to jesspearson@womenandtheatre.co.uk by Friday 21st September 2018.

We will review submissions and invite potential candidates to meet with Senior Staff and the Chair. The candidate/s will then be invited to attend Board meetings. It is likely they will attend a number of meetings prior to formal appointment as a Director/ Trustee.

The Role of a Trustee/Director

Advocacy

- To promote Women & Theatre, its activities and its needs to the private, public and voluntary sectors so as to enhance the company's profile and assist with generating income for the company.
- To act as an enthusiastic ambassador for the company at all times

Policy and Planning

- The Board supports the development of policies and plans, and strategies for their implementation. In particular, the board should bring sector knowledge to inform the Company's three year plan. Board members should have a good understanding of Company policy documents.
- The Board should monitor all aspects of service delivery and implementation on a regular basis.
- The Board should review policy documents and policy implementation on a regular basis.

The Board does not however engage in the day to day operations of the organisation.

Legal and Financial Duties

- To ensure that the Company operates in accordance with Company and Charity Law. This includes the filing of statutory returns at Companies House, and returns to the Charity Commission.
- To ensure the prudent financial management of the company. To exercise financial control; to scrutinise quarterly statements; to discuss, approve and review annual budgets. To ensure the company keeps proper accounts and that externally examined annual accounts are produced and submitted to Companies House, the Charity Commission and funding bodies.

- To ensure the payment of all taxes due to the Inland Revenue.
- To appoint bankers and cheque signatories and to make clear decisions about staff spending powers.
- To ensure that the Company's assets are safeguarded and are well managed and maintained.
- To ensure that the Company is properly insured.

Employment and Personnel Duties

- To appoint the Artistic Director and General Manager, approve the staffing structure, agree the job descriptions, and terms of employment and to review level of pay annually.
- To define and review the Company's employment policies, including equal opportunities, safeguarding, recruitment, pay, grievance and disciplinary, sickness, expenses, holidays and training.
- The Chair of the Board should act as the Artistic Director and General Manager's line manager in terms of support and grievance and disciplinary procedures.
- To ensure the safe and efficient use of premises for both staff and the public.

The board of Trustees/Directors is the employer of the staff.

Management

- To establish a cycle of meetings with the appropriate papers to service the Board efficiently.
- To establish a system of communications and delegated decision making so that urgent decisions can be made and acted upon between Board meetings.
- To appoint additional Trustees/Directors with specialist knowledge and skills as required.
- Trustees/Directors must not act beyond the scope of their abilities and must always seek professional or other advice where necessary.
- Trustees/Directors must actively avoid any potential conflict of interest, declare any such interest and withdraw from meetings if necessary.
- To establish fixed term working parties on specific issues if required.
- The Board will review its own performance on a regular basis.