



Arc Director (Trustee) on the Board of Directors - Role Description

Overview

Arts for Recovery in the Community (Arc) is one of the leading arts and health organisations in the North West, harnessing the power of creativity with people to build their self-confidence, manage mental ill health and fulfil their potential as healthy and resilient citizens.

We are recruiting Directors (Trustees) to sit on our Board to help us achieve our vision and govern the charity. Arc welcomes a diversity of backgrounds and interests.

Having recently moved to exciting new premises, there is now the opportunity for developing new staff roles. As we continue to grow (and to keep up with changes in employment legislation), we are currently looking for applicants with recent experience (or a background) in Human Resources.

Legal responsibilities as Directors (as Trustees)

You will:

- act as a single body. This means collective responsibility and decision making.
- ensure the organisation has a clear strategy or set of goals.
- ensure the work and goals of the organisation are in line with its stated vision, as defined in a governing document. The governing document is called the Memorandum and Articles of Association and these goals are called the organisation's 'objects'.
- keep a check on the organisation's finances and activities.
- appoint and support the head of staff (e.g. Artistic Director, our Lead Officer who has responsibility as manager of the overall organisation).
- delegate authority for day to day activities to appropriate staff and/or volunteers.
- take overall legal responsibility for the organisation's work.
- must act in the interests of the organisation, declaring, avoiding and managing any conflict of interest

Essential duties of a Director (Trustee)

You will be expected to:

- ensure that Arc complies with its governing documents (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations.
- ensure that Arc pursues its objects as defined in its governing document.
- ensure Arc applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects.
- contribute actively to the Board of Trustees. Giving firm strategic direction, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- safeguard the good name and values of Arc.
- ensure the financial stability of Arc.

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they have to help the Board reach informed decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Personal specification

Each Director must have:

- a commitment to the mission of Arc
- a willingness to meet the minimum time requirement (approximately 3-6 hours a month)
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions in the best interest of Arc
- experience of formal meetings and the time, ability and willingness to participate in the wider work of the Board, both in and out of meetings
- strong communication and listening skills, with the ability to contribute in a collaborative and constructive manner
- to be considerate of others involved in Arc, including staff, other volunteers and participants in Arc's services
- basic IT skills in word processing and using emails
- be at least 18 years old or older

What you will gain

- The opportunity to work with people totally committed to the success of Arc as a charity it's aims & objects. It's mission statement and public benefit.
- Participation in formal meetings and working collectively as a Board of Trustees.
- Opportunity to learn about Arc's work and other roles in the organisation.
- Experience in an arts and well-being environment.
- Support from Arc's committed team of professionals and the Chair.
- Strategic planning and leadership skills

Time Requirements

Meetings are held at least six times a year, bi-monthly and are two hours long, usually scheduled on Thursday evenings from 6pm at the Arc Centre. The Board meeting dates for the year are set in advance, and can change, subject to everyone's agreement.

The AGM also falls on a Thursday in September.

The time commitment outside of meetings will vary but meeting papers and other Board business are sent out via email and responses from Board members and preparation for meetings is expected as part of this role. As a minimum, this is likely to be about 3 hours a month. If new Directors also wish to join one of the three Sub-committee meetings, which are scheduled in the weeks before a Board meeting in the evening for an hour and a half, then there will be more of a time commitment. The Sub-committees are:

- Sub-committee 1: Finance, (including Funding and Risks)
- Sub-committee 2: Personnel, Policy and Quality
- Sub-Committee 3: Strategy

Thursdays afternoons are the best time to meet with our current Chairperson, by specific arrangement, to discuss tasks and trustee matters. The time before meetings is also an ideal opportunity to discuss matters with other Directors.

As volunteers, many of the existing Directors also work or have other commitments, so a degree of flexibility in meeting and communication is accommodated for with this type of role.