

BRIDPORT ARTSCENTRE

PROSPECTIVE TRUSTEES INFORMATION PACK - TREASURER

We are looking for new trustees to help define our current and future ambitions for Bridport Arts Centre in accord with our strategic vision of “all the arts for everyone”. We wish to diversify our trustee board pool of skills, experience, and capacity.

We are now specifically looking for a trustee with financial skills and expertise to act as our **Treasurer**.

We have recently appointed a new Finance Officer.

ABOUT BRIDPORT ARTS CENTRE

We are a registered charity and a member of the Arts Council England National Portfolio. We deliver:

- A year-round programme of theatre, music, dance, comedy and spoken word performances, film and event cinema in the Marlow Theatre (194 seat) and other venues throughout the local community
- A varied and high quality visual arts programme primarily in the Allsop Gallery
- The Bridport Prize - an international creative writing competition with entries from over 100 countries in 2022.
- From Page To Screen – a vibrant annual film festival based on literary adaptations
- A range of activities supporting participation and emerging creatives including our youth theatre group, BACStage and the West Dorset film-maker’s network
- A range of other workshops, activities, and projects at the arts centre and elsewhere, bringing inspiring arts activities to the people of Bridport and beyond

We have recently reinvigorated our commitment to Equity, Diversity, and Inclusion (EDI) and are fostering safe and welcoming environments to work and spend time in, which acknowledge people’s intersectional lived experiences of class, gender, race, sexuality, disability, and faith.

We are committed to building spaces and opportunities which are accessible and relevant to the whole community of Bridport and engage audiences across Dorset and beyond. We know that for a group of people making decisions, difference is good and diverse is best. The arts and the world at large are more vibrant, impactful, and authentic when many perspectives are heard and valued.

A brief biography of all our current trustees can be found on our website <https://www.bridport-arts.com/bridport-arts-centre-trustees/>

APPLY TO BECOME A TRUSTEE - TREASURER

We are looking for a trustee with financial skills and expertise to act as our Treasurer.

To apply for the role please send a CV and covering letter, or video no longer than 3 minutes, stating how you meet the person specification outlined below and why you want to be a trustee (Treasurer) of Bridport Arts Centre to board@bridport-arts.com

If you are successful at this stage you will be invited to attend for an informal interview within the week beginning 1st July 2024. This interview will be with at least two trustees, in person or online, where we will ask all applicants the same questions and you can get a feel for us. If we both decide to go ahead you will be invited to join a trustee meeting on 29th July 2024 where your appointment will be confirmed.

We welcome applications from members of communities which have been historically excluded from decision making in the arts and the arts centre, including: young people, carers, young parents, people with disabilities, the LGBTQ+ community, and people of the global majority. If you have any access concerns please contact us.

If you would like to have an informal discussion about the trustee (Treasurer) role before applying please contact board@bridport-arts.com in good time before the application deadline.

Closing date for applications: 28th June 2024

PERSON SPECIFICATION

Experience/attribute	Essential (E) Desirable (D)
Ability and willingness to commit the time required for trustee responsibilities, carry out the role to the best of your ability, and to take up training opportunities to continue to carry out the role confidently and effectively.	E
Personal values which align with the arts centre and an understanding of, and commitment to, EDI.	E
Diplomatic communication skills; the ability to listen and effectively respond to others and to present your own ideas well.	E
Previous experience in a governance role within the charitable or not-for-profit sector. (Understanding this role is essential to be a trustee but you will be able to learn more about this at your induction and access training should you wish to.)	D
Strong networking skills and a willingness to utilise contacts for the benefit of the arts centre.	D

Specific requirements for the Treasurer	
Good financial analysis skills.	E
Knowledge and experience of good financial and fundraising practice, particularly as relevant to charitable organisations.	E
Ability to communicate clearly and interpret financial data for other board members.	E
Previous experience as a treasurer in an arts or other not for profit organisation.	D
Expertise in business planning, accounting	D
Expertise in areas: fundraising and developing community partnerships.	D

THE ROLE OF TRUSTEE

The board of trustees has ultimate responsibility for monitoring and deciding the strategic direction and governance of the charity.

The principle duties of a trustee of Bridport Arts Centre are to:

- Work with the other trustees to decide the objectives and direction of the art centre, monitor the achievement of these objectives, and support the Director and in turn, the staff.
- Work well as a team with the other trustees.
- To represent the arts centre as an ambassador in other settings.

Trustees provide effective leadership and governance to the arts centre by:

- Reviewing the arts centres policies, procedures, and practices to make sure they are effective and in line with the arts centre's objectives.
- Being active at meetings and presenting views and ideas here and in any subgroups.
- Monitoring the arts centre's business plan, risk register, and activity reports for any change in direction which hasn't been previously agreed.
- Representing and advocating for the arts centre in any other settings in an appropriate way which builds and supports contacts and partnerships.

Trustee support and expectations at Bridport Arts Centre:

- New trustees are given an induction session with the chair of trustees and Director of the arts centre to introduce you to current board activities, including the business plan, financial report, and risk register.
- Training is available if you would like it, and there is the opportunity to buddy up with another trustee or potentially an appropriate trustee on another board. There is always opportunity to ask questions in the meetings.
- The Board meets at least 6 times a year (every other month) for two hours in the evening. The time commitment for trustees includes these meetings, attendance of any subgroups, responding to emails, and occasional planning and development days or half days which are arranged by the trustees.
- Trustees are expected to actively engage with and support the arts centre outside of board responsibilities taking account of personal time constraints.
- Trustees serve a term of three years and can be reappointed for a second term. The maximum time a trustee can serve is 6 years.
- The role is not paid but travel and out of pocket expenses can be covered.

THE TREASURER ROLE

In addition to acting as a trustee, the Treasurer is an appointed Officer of the board and is expected to:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Lead the finance committee.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

In principle this means working closely with the Director and Finance Officer and reporting regularly to the finance committee and full board as follows:

- Liaise with relevant staff, committee members and/or volunteers to ensure good financial practice within the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production by the Director of an annual budget for the organisation.
- Ensure proper records are kept and that effective financial procedures and controls are in place'