



The Little Keep, Barrack Road, Dorchester, Dorset DT1 1SQ  
Tel: 01305 269512 | [www.artsreach.co.uk](http://www.artsreach.co.uk) | [info@artsreach.co.uk](mailto:info@artsreach.co.uk)

## Artsreach Trustee/Board Member Role Description

### INTRODUCTION

Artsreach is a registered charity which aims to make a positive difference to the lives of people living in rural Dorset, addressing rural and social isolation; developing skills and supporting health and wellbeing by providing the opportunity to participate in and engage with cultural activity in the heart of rural communities.

Artsreach builds upon existing resources and facilities to create a stimulating and challenging environment in which individuals, communities and performers can develop their creative potential.

Our performance programme runs through a large network of volunteer promoting groups and together we organise over 140 cultural events every year, including live performances and creative workshops. Not only do our events provide the opportunity for local people to enjoy high quality arts on their doorstep, they support the upkeep of vital community venues and are also a great social occasion and a fantastic way of bringing communities together!

Set up over 30 years ago, Artsreach is a Company Ltd by Guarantee with charitable status, and currently receives funding from Arts Council England and Dorset Council. The organisation remains committed to its core values and is looking towards an ambitious future

### VISION

Artsreach will enrich and positively impact the lives of people in Dorset by connecting and empowering rural communities through creative and cultural experiences.

### MISSION

- **Partner** with a network of volunteers and empower them to programme, promote and present cultural activities in their community venues.
- **Present** a diverse range of high-quality cultural activities which support the health and well-being of the rural community
- **Stimulate** community development through engagement with cultural activities and support vital community resources such as village halls.
- **Support** a diverse range of artists, companies and creative practitioners and provide opportunities for artist's development
- **Engage** with public bodies, business, education and community organisations and work in partnership to develop a thriving cultural offer across rural Dorset
- **Build** a sustainable and resilient organisation for the future

### VALUES

Artsreach will be:

**Ambitious** – in its programme of cultural activity

**Inclusive** – offering opportunities for all

**Collaborative** – working in partnership to achieve its vision

**Supportive** – of its volunteers, artists, audiences and staff

**Responsible** – considering the environmental impact of its activity

Registered Charity No: 1058198

Supported by Arts Council England and Dorset Council

Artsreach is registered in England & Wales as a **Company Limited by Guarantee No: 3247940**

## **TRUSTEE/BOARD MEMBER ROLE DESCRIPTION**

We are seeking individuals who are passionate about arts and culture, and the positive impact it has on those living in rural areas, to support the Executive Co-Directors to drive our continuing success, and fulfil our ambitions for the future. You will help to shape overall strategy and provide invaluable independent guidance and judgement to help us realise our vision, all the while ensuring the Board meets its governance responsibilities for the organisation in line with the principles that guide us.

### **Main Tasks / Responsibilities**

#### **Legal Responsibilities**

- To maintain the legality of Artsreach's operations according to its constitutional framework and in accordance with statutory requirements of The Charity Commission and Companies House and to ensure all the necessary statutory documents are returned to Companies House and the Charity Commission on time.

#### **Employment Responsibilities**

- Ensure all legal requirements are fulfilled as the employers of Artsreach staff
- To value, support and motivate staff and ensure the best possible terms and conditions of employment
- To operate an equal opportunities policy
- Responsible with the Chairman for the recruitment of the Executive Directors and additional staff as required

#### **Communication and Advocacy**

- Enhance the charity's profile by communicating our ambitions to the wider community.

#### **Fundraising and Finance Strategy**

- Ensure the Charity operates within the law and in line with its fiscal responsibilities
- To ensure sound financial management, being aware of trustees' responsibility for monitoring the financial position on a regular basis
- Approve the annual budget and ensure appropriate financial controls are in place
- To allocate resources wisely and look after any capital assets
- To support and help the charity in its fundraising.

#### **Monitoring and Policy Development**

- Ensure that the Charity operates with legal and ethical integrity
- Monitor, review update, approve and support the business plan
- Take responsibility for monitoring the Artsreach funding agreements
- Monitor the organisation as it plans and delivers its ambitions, measuring achievements against aims and objectives
- Monitor the programme to ensure it is of quality and in line with the ambitions of the organisation

#### **Diversity**

- Embrace diversity throughout the organisation and support the promotion of a positive work environment where difference is embraced and everyone is treated with respect and dignity
- Monitor the organisation to ensure it delivers the Arts Council's Creative Case for Diversity

#### **Health & Safety**

- Responsible for overseeing the management of health & safety, as laid down in legislation and in line with the Charity's policies and procedures

## **WHO ARE WE LOOKING FOR?**

Whilst we welcome expressions of interest from all candidates, we are particularly keen to hear from applicants with knowledge of or experience in any of the following areas:

- Management experience – within the arts or related to a skills area below.
- Strong analytical skills
- Financial management experience
- Knowledge of the rural sector

### **One or more specific skills/experience in the following areas:**

- The arts
- Human Resources / employment law
- Health / social care sectors
- Environmental responsibility
- Fundraising
- Diversity
- Young people (Education)
- Accountancy
- Business Development
- Local Government issues

### **Qualities**

- Passion for the arts
- Dynamic and collaborative approach
- A positive 'can do' attitude
- Ability to think strategically

### **Minimum Time Commitment**

- 6 board meetings each year, including the AGM, and it is expected that trustees attend at least half of these meetings annually.
- Attendance at the annual promoters meeting
- Assisting at occasional events
- Additional meetings based on sub-group membership
- See and report on a selection of Artsreach shows

### **Interested in joining us?**

Please send a covering letter with your CV, detailing what interests you about this role with Artsreach, your qualifications, skills and experience, and how these relate directly to the position of Artsreach Trustee/Board Member.

Applications should be emailed to [info@artsreach.co.uk](mailto:info@artsreach.co.uk) by midday on Monday 30th January 2023

If you wish to discuss the role further please contact the Artsreach office for an informal discussion with our Executive Director.