

**Further details:**

**Charnwood Arts Management Board - Chair**

**VOLUNTEER ROLE DESCRIPTION and PERSON SPECIFICATION for CHAIR Position**

This is a voluntary position (though reasonable expenses can be claimed).

**ROLE description**

- Take a leadership role on the board working with the other trustees to enable the organisation to fulfil its purpose and legal duties
- Work closely with the CEO on strategic matters and support them with strategic functions
- Take a leadership role alongside the other trustees to ensure that the organisation is governed in accordance with best practice and that risks are well managed and minimised
- Plan and prepare meetings of the board of trustees with others as appropriate
- Work with the Treasurer, CEO and staff to prepare the annual report for the AGM
- Oversee and participate in effective board development that keeps abreast with the latest guidance and best practice
- Chair board meetings and ensure they are properly run and recorded
- Take an active role in resolving conflicts and addressing causes for concern when required
- Participate in board development that keeps abreast with latest guidance and good practice
- Ensure that relationships between the board and stakeholders, including key funders such as Arts Council England and Charnwood Borough Council are fostered and developed
- Ensure that the charity is represented at both internal and external events and meetings as relevant
- Role model inclusive and democratic behaviours
- Commit to uphold and actively promote Charnwood Arts' policies, especially the Inclusivity, Relevance and Belonging Policy and Action Plan

## **Person specification**

### **Experience is sought in:**

- Planning and chairing meetings
- Governance in a charity or other context, e.g., social enterprise, commercial organisation
- Strategic development
- Organisational change management
- Effective team working including relationship management and consensus building
- Staff support and development (the CEO will report to the Chair)

### **Successful applicants are likely to have:**

- Affinity with and commitment to the mission and values of Charnwood Arts
- Commitment to actively promoting inclusivity and belonging
- Ability to work collaboratively and effectively carry out the role of chair within a collective body
- Excellent interpersonal skills including the ability to listen to and motivate others, and to communicate with a broad range of people within and outside the organisation
- The ability and confidence to exercise sound judgement, for example, when addressing sensitive issues such as disciplinary situations or safeguarding
- Knowledge of the Arts Council England strategy

### **Commitment and Availability:**

- Minimum time commitment equivalent of two days per month, to include six board meetings and at least one away day per year.
- Preferably locally based
- Preferably available from time to time during weekday office hours, for example, to attend events and meetings

### **Desirable criteria:**

- Knowledge of the community arts sector
- Knowledge of income generation in an insecure funding environment
- Understanding of budgeting and financial planning
- Ability to work with strategic stakeholders and supporters
- Knowledge of the local area and its communities (Charnwood)

### **HOW TO APPLY**

- We are a friendly organisation. If you would like to discuss the role, please contact our CEO Shirley Novak on
- 07593 980122 or [shirley.novak@charnwoodarts.com](mailto:shirley.novak@charnwoodarts.com),

- or Vice-Chair Kate Clift on 0753 5555 945.
- Please send a short CV (no more than 2 sides of A4) and covering letter or email explaining why you are interested in the role and how you meet the criteria to [info@charnwoodarts.com](mailto:info@charnwoodarts.com) for the consideration of the Board.
- For further information please visit our website [www.charnwoodarts.com](http://www.charnwoodarts.com) to download a short role description and person specification.
- Should you require this information in an alternative format then do let us know and we will do our best to meet your needs.
- Closing date for applications: **20th April 2022**. Shortlisted candidates will be informed within two weeks of the closing date. Interviews will take place within two to three weeks of shortlisted candidates being informed.

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