

Babylon ARTS



Babylon ARTS, (operated by Arts Development East Cambridgeshire) is a charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and beyond. We were established over 20 years ago and operate from our micro arts venue situated on the riverside in Ely where we hold art exhibitions and live events. These include exhibitions from local artists as well as major international names such as Matisse, Chagall, and Picasso. We run professional arts projects in communities across East Cambridgeshire including the Ely Arts Festival and work with many local organisations and libraries to bring quality creative projects into communities. We also run the Cinema at the Maltings in Ely.

We have gone through a phase of developing and strengthening the organisation and are now seeking to appoint an experienced Chair and several new experienced Trustees to the Board to support us to take the next step in our ambition for the future. As Trustees of a small organisation we are involved in more operational aspects of the organisation than some Boards; for example, in supporting higher value bids, HR and developing strategy. We are particularly looking for Trustees with skills in the following areas:

- Legal
- Fundraising
- Professional artists with awareness of contemporary art activity regionally and nationally, and of the arts funding environment
- Development and delivery of community engagement programmes
- Marketing and social media
- IT to ensure that we are ahead of the curve

We meet as a Board bi-monthly on a Monday evening from 6.30pm. We have developed several working committees to support the Board, including Finance & General Purposes and Fundraising. Other groups have formed as required, for example to support particular bidding activity and we work closely with the Co-Directors in our specific areas of expertise.

Role of the Chair:

The chair should take control of meetings, ensuring that everyone who wishes to have a reasonable chance to speak and take part. They should be able to listen to and understand a wide range of views, present information clearly and concisely and get clarification of relevant points, thus enabling the Board to make effective decisions. The Board must demonstrate its leadership of the organisation.

In addition to the general trustee board responsibilities, the chair will be responsible for the line management of the two Co-Directors along with the following duties (although in some cases these may be delegated)

Main duties and responsibilities of the Chair

- Ensuring that board decisions are made within the remit of the governing document and the policies.

- Planning the annual cycle of board meetings, and chairing and facilitating these to ensure their smooth running
- Direct line management and annual appraisal of the two Co-Directors
- Developing membership of the trustee board to ensure that it contains the diverse range of skills, experience and knowledge needed to operate effectively
- Monitoring the calibre and level of commitment of all trustees
- Ensuring that the board reviews its own work and how effectively it operates; making sure to take any corrective action required
- Checking that decisions taken at meetings are being implemented
- Ensuring that the board reviews the work of the organisation.
- In conjunction with the treasurer, ensuring proper management and control of the Organisation's finances
- Representing the Organisation in the community and at public events
- Ensuring that the Organisation plans for the recruitment of key roles

Personal skills and qualities

- leadership skills
- experience of chairing board meetings and committee work
- facilitation skills
- tact and diplomacy
- excellent communication and interpersonal skills
- impartiality, fairness, and the ability to respect confidence

Role of Trustees

Trustees are responsible for the governance of the organisation; to ensure we meet our aims and objectives and remain financially sustainable. They scrutinise board papers and policy documents, focus on key issues and provide guidance to staff.

Each individual member of the trustee board has a responsibility to contribute to the discharging of the board's duties. They can do this by:

- maintaining an awareness of the business of the organisation
- taking responsibility for their own learning and development
- regularly attending, preparing for, and taking a full part in meetings
- actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
- monitoring whether the service complies with its governing document.
- monitoring the financial position and ensuring that the organisation operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
- supporting the development of the organisation through participation in agreed projects
- actively seeking to further the strategic objectives of the organisation, and acting in its best interests at all times
- maintaining confidentiality about any sensitive or confidential information received during duties as a trustee.

Personal skills and qualities for all trustees

Each individual member of the trustee board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

- commitment and availability to attend meetings
- effective communication skills and willingness to participate actively in discussion
- willingness to gain knowledge of local needs and resources
- commitment to the aims, principles, and policies of the Organisation.
- willingness and ability to act in the best interests of the Organisation
- ability to understand and accept their responsibilities and liabilities as trustees and employers
- numeracy to the extent required to understand accounts with the support of a treasurer
- ability to think creatively and strategically, and exercise good, independent judgement
- ability to work effectively as a member of a team

Application process

To apply please do the following:

- Complete the attached expression of interest indicating if you are interested in becoming our Chair or one of our Trustees
- If you can offer one or more of our key targeted areas, please expand this in your completed form.
- If not, then choose one or two areas from the skills audit and give us some more detail of your experience in those areas.
- Complete the attached skills audit to give us a better understanding of your skills base.

Please complete your application by Monday 13th November and email to caroline.cawley@babylonarts.org.uk

Once we have considered your application, you will be invited to meet with our existing Chair and a couple of Trustees for an informal discussion. A decision about appointments will be made by the end of November and, if successful, you will be invited to the next Board meeting in January 2018.

If you would like an informal conversation with our Chair prior to application, please call Simon Gilligan on 07775 654 714. You are also welcome to attend our AGM taking place at the Babylon Gallery at 11am on Saturday 21st October 2017.

Attachment: Expression of interest