

Recruitment of a new Chairperson & Trustees

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 25 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 West Anglia and work with many local organisations and libraries to bring quality creative projects into communities. We also run an independent community cinema at The Maltings in Ely.

In 2014 a successful application to Arts Council England's *Creative People and Places* programme secured 3-year funding to establish '[Market Place](#)', a programme which broadened the geographic area of Babylon ARTS' work outside of East Cambridgeshire. The Market Place programme focuses on towns in Fenland and Forest Heath (West Suffolk), developing new ways of involving and empowering people through arts in areas of very low engagement. The Market Place programme is supported by a consortium and runs with a dedicated team of staff who operate alongside the core Babylon ARTS team and is now funded to continue until 2021.

We have gone through a phase of organisational development, we are looking for a Chairperson to work with the new Chief Executive (appointed in August 2018) to strategically steer the charity to meet its ambitions. Together and with the support of the Board of Trustees, the Chairperson and Chief Executive will be looking to harness new opportunities and grow our existing programme of work to ensure we're providing real benefit to the public.

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 Gallery Sub-Group. Other groups have formed as required, for example to support particular bidding activity and we work closely with the Chief Executive and other staff members, in our specific areas of expertise.

Role of the Chairperson:

The Chairperson will play a key role influencing existing and new stakeholders to garner support and raise the profile of the organisation.

The Chairperson will lead Board meetings, ensuring that everyone who wishes can 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 robust governance of the organisation and is a member of the [Cultural Governance Alliance](#).

In addition to the general Trustee responsibilities (outlined on pages 2 and 3) the Chairperson will be responsible for the line management of the Chief Executive along with the following duties (although in some cases these may be delegated).

Main duties and responsibilities of the Chairperson

- 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 Chief Executive.

- Working with the Chief Executive to provide strategic plans for meeting the organisations objectives.
- 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.
- Contributing to the Annual Report and Statutory Accounts.
- Representing the Organisation in the community and at public events.
- Ensuring that the Organisation plans for the recruitment of key roles.

Personal skills and attributes

- 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, remain financially sustainable and adhere to legal requirements for charitable organisations. 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

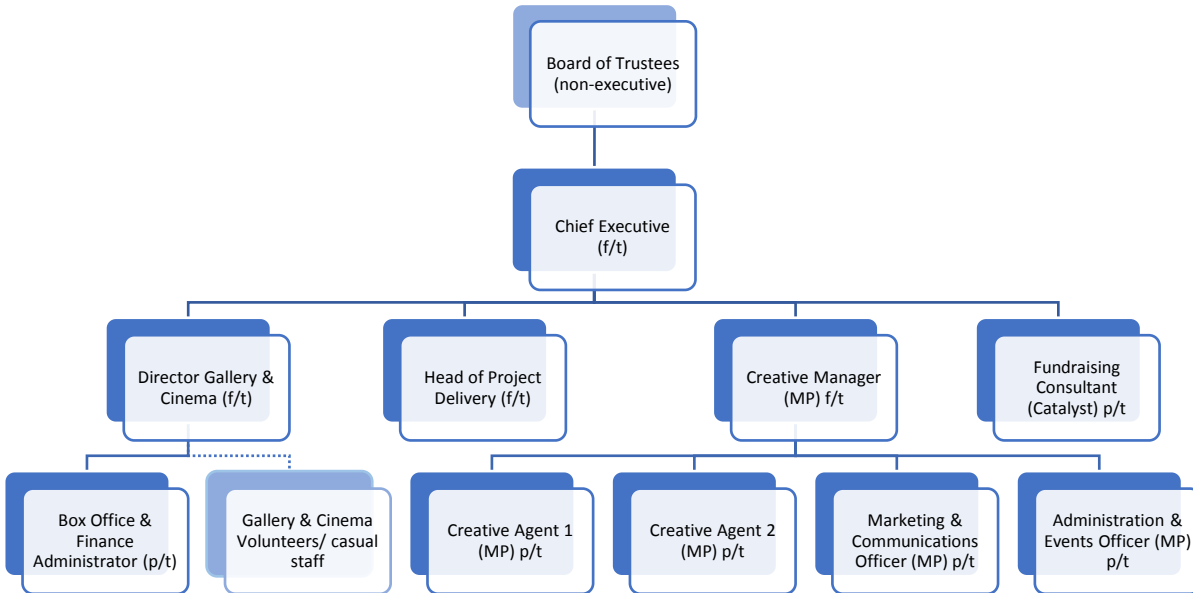
Each individual member of the trustee board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

- 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 and where fundraising opportunities may lie.

Arts Development in East Cambridgeshire (trading as Babylon Arts) is a registered charity (1043197) and registered Company Limited by Guarantee (02999055).

- 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

Organisational Chart



Expression of Interest

Please contact Claire Somerville the Chief Executive on claire.somerville@babylonarts.org.uk or by calling 07445 127816 for further discussion.