

Devon Guild of Craftsmen Trustee Recruitment Information 2017

The vision of Devon Guild of Craftsmen is to inspire creative excellence and we are committed to increasing the understanding, appreciation and enjoyment of contemporary craft. Established in 1955 as a Membership organisation by a small group of makers, we are an educational charity with a permanent home, an enterprise arm and around 300 professional craftspeople as Members, 400 friends and 30 staff. From our base at Riverside Mill, Bovey Tracey we develop activities that:

- inspire the creativity of people across all age ranges and abilities, both directly involving them with practical activity and engaging them with the creativity of others
- promote the notion of creative excellence and innovation that exists in the south west
- support the crafts sector by creating a sustainable selling and marketing framework for makers to reach their commercial and creative potential
- nurture makers by creating sustainable opportunities for professional development
- enable the local and wider community to experience the diversity of contemporary craft that is created nationally and internationally

Our challenge in the new business plan period of 2015-18 is to continue to build on the successes of recent years, consolidating our role as a national centre of excellence and reaching new audiences whilst remaining engaged with the needs of makers on a personal level.

General responsibilities for all Board members

The Board of the Devon Guild of Craftsmen consists of between 5 and 12 Trustees who between them have a wide range of experience and knowledge across the crafts and other sectors. Responsibilities for Board members are:

- To contribute actively to the Board role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document and applies its resources exclusively in pursuance of its objects
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation and to protect and manage the property of the organisation and to ensure the proper investment of its funds
- Led by the Chair, to appoint the Executive Director and monitor his / her performance.

In addition to the above statutory duties, each Board member should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve working on agreed sub-committees (such as the finance or education groups) and providing guidance on areas where the Board member has special expertise.

Expectations of Board members

- Attend a minimum of 60% of board meetings, on the understanding that the Board may otherwise terminate an individual's Board membership
- Take an active part on sub-committees as required including, where appropriate, leading on sub-committee work
- Show willingness to stand for office as appropriate
- Attend and review the operation of the Board and the organisation at Awaydays and Planning days
- Attend training as appropriate to ensure an up-to-date skills base for the Board
- Keep in touch with staff members and attend exhibition openings and other events
- Act as ambassadors / advocates for the organisation
- Take a pro-active interest in fundraising
- Know when to take specialist advice when matters fall outside the expertise of Board members
- Be open, responsive and accountable to users, beneficiaries, Members, partners and others with an interest in the organisation's work.

The role of the Chair

- Leadership of the Board to include Board development and succession planning, planning and facilitating the Board's work, monitoring the implementation of Board decisions and providing continuity between Board meetings
- Effective chairing of meetings and agenda setting with the Executive Director
- Working with and supporting the Executive Director, including annual appraisal and supporting continuing professional development
- Leading on external relations as spokesperson for the Board (the Executive Director is the spokesperson for the organisation)
- Supporting relations with funders with the Executive Director (if required)
- Ensuring that clear boundaries between executive/operational and board responsibilities are understood and maintained

Person specification

All candidates must be able to demonstrate:

- *A willingness to commit time to the organisation*
- *Strategic vision*
- *Good, independent judgement*
- *Ability to think creatively*
- *Willingness to speak their mind*
- *Understanding and acceptance of the legal duties, responsibilities and liabilities of board membership*
- *Ability to work effectively as a member of a team*
- *Good communication and interpersonal skills*
- *The skills to analyse proposals and examine their consequences*
- *Willingness to be available to staff for advice and enquiries*

We are currently seeking prospective Trustees with specialised knowledge in one or more of the following areas:

- **financial management**
- **planning law or capital development**

- **retail development including online selling**
- **fundraising**

Additional information

Time commitment: Board meetings are held 5 or 6 times a year. In addition the Trustees attend the Annual General Meeting in May, an annual Board Awayday and occasional trustee/staff planning days. Board meetings are usually held in Bovey Tracey on a Tuesday morning (9.30-12.30). Sub-committee meetings are also generally held at the Riverside Mill.

Terms: Trustees are appointed for a term of 3 years. The appointment can be renewed for a second term. Trustees who have served a continuous term of six years, cannot stand for re-election until they have been out of office for at least 2 years.

Application information: For a confidential informal chat please call Erica Steer, Executive Director on 01626 832223 or email erica.steer@crafts.org.uk

The application process consists of a short skills audit and statement to be presented with a current CV. This will be followed up by a discussion with the Chairman and Executive Director, followed if necessary by a meeting with a small panel of existing Board members. The panel then make recommendations to the Members who elect Trustees at the Annual General Meeting.

Key dates for 2017:

Closing date for expressions of interest: Ongoing. Trustees can be co-opted at any time, so do please get in touch.

Annual General Meeting: 17 May 2017, 6-9pm

Board Meetings 2017: 24 January, 21 March, 20 June, 19 September, 21 November, all 9.30am – 12.30pm

Board Awayday: 17 October 2017, 10am-5pm

Equality monitoring

As an organisation in receipt of public funds, the Devon Guild has a legal duty to actively tackle discrimination and promote equality. We recognise that people with different skills, cultures and experiences bring fresh ideas and perceptions that benefit the organisation. We are committed to ensuring that our delivery of services and our employment practices reflect the highest possible quality standards and as part of our Equality & Diversity Action Plan 2015-18 we have made a commitment to monitor the diversity of all those who engage with the organisation as staff, trustees, volunteers and Members. We therefore request that you complete our Equal Opportunities monitoring form at the same time as your application. This information will be treated in the strictest confidence and be used for monitoring purposes only; it will not be shared with those assessing your application.