

Shaftesbury Arts Centre

13 Bell Street, Shaftesbury, Dorset SP7 8AR

tel: (01747) 854321

www.shaftesburyartscentre.org.uk

December 2009

Dear Applicant,

Ref: New Director/Trustee Application

Thank you for your interest in becoming a Director/Trustee of the Shaftesbury Arts Centre.

I am pleased to enclose the following documents in relation to your application

- A guide to Shaftesbury Arts Centre
- Role Description for Director/Trustee
- Director/Trustee Application Form

A copy of our Articles & Memorandum of Association is available at our website:

www.shaftesburyartscentre.org.uk .

I would like to advise you that general information about the role of a trustee can be obtained by pasting these links into your web browser:-

1. http://www.direct.gov.uk/en/HomeAndCommunity/Gettinginvolvedinyourcommunity/Charitiesandcommunitygroups/DG_066664
2. <http://www.ncvo-vol.org.uk/askncvo/index.asp?id=4234>
3. <http://www.charity-commission.gov.uk/supportingcharities/trustee1.asp>

If you would like any further information prior to submitting an application please do not hesitate to contact me on 01747 853830, and if you would like to apply to become a Director/Trustee please print and complete the enclosed application form.

Please note that all applications must be delivered or posted to the above address and received no later than the 11th January 2010.

Yours sincerely

Richard Lloyd
Company Secretary
E-mail: lloyd1_richard@btinternet.com

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A Guide to SAC for prospective Director/Trustee's

Thank you for your interest in becoming a director/trustee of Shaftesbury Arts Centre. This document is intended to provide a brief overview of the Centre's activities and management structure and further details can be found at our website – www.shaftesburyartscentre.org.uk.

About Us

Shaftesbury Arts Centre (SAC) is a Charitable Company Limited by Guarantee run wholly by volunteers drawn from its membership. It provides participation and presentation opportunities in a wide range of high standard creative arts activities for local residents, the wider community and visitors alike. The Centre hosts a varied and lively year-round programme for all ages and abilities including: theatre and live performances, drama, community productions, films, art, photography and craft exhibitions. There are currently 7 affiliated groups and societies: The Music and Drama Group, The Youth Theatre Group, The Film Society, The Art Group, The Reading Group, The Camera Group, and The Keep Fit Group.

Located in the former town market hall, the Centre's main focus is the Theatre which is popular not only with professional touring groups, but also with the Dorset Drama League which has chosen it as the permanent Dorset venue for the first round of the annual All England Theatre Festival. The Centre has an Art Gallery which hosts art and crafts exhibitions throughout the year providing local artists and craftspeople with the opportunity to showcase and market their work. The Phoenix Room on the first floor provides space for rehearsals, group activities, meetings and social events.

Recently the Centre embarked upon its most ambitious project since inception in 1957 which entailed the purchase of the building next door. This purchase has effectively doubled the floor space with the addition of three more meeting/activity rooms: a disabled lift; new toilet facilities and refurbishment of the Box Office.

The overall standard of the arts offer at the SAC is exceptional given the size of the population and the volunteer nature of its management and organisation, and contributes disproportionately highly to the quality of life of the whole area, not just Shaftesbury.

The Centre's regular income is generated through subscriptions, ticket sales, catering and bar sales at productions and the Gallery. Through careful and prudent management the Centre has maintained a stable financial performance over many years.

Funding for capital projects is raised through a very active Fund Raising Team who are responsible for managing numerous activities and events each year, and the newly formed Capital Projects Committee who focus on obtaining large donations and sponsorship from local companies and charity bodies as well as national public funding bodies.

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Centre Management

The Shaftesbury Arts Centre is controlled by a Board of twelve voluntary director/trustees elected by the membership for a period of three years. In addition, there is a strong and growing team of volunteers who bring a range of valuable and useful skills at many levels.

Each director/trustee has responsibility for specific activity groups and function areas within the Centre.

The Board meet monthly and are jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

New Director/Trustee Application Process

Applications to become a director/trustee are invited from all suitably qualified individuals and must be received by the Company Secretary no later than the **11th January 2010**.

All applications will be considered by representatives of the current Board and selected applicants will be invited to an interview on the **13th January** to discuss their application. Successful applicants will be put forward for official election by the members at the AGM to be held on Monday 15th February.

If you would like any further information about becoming a director/trustee please do not hesitate to contact our Company Secretary – Richard Lloyd on 01747 853830 or by e-mail at: lloyd1_richard@btinternet.com

John Cadmore – Chair 2009

Role Description for Director/Trustee

Overall Purpose

The board of directors is jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All directors should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual directors in any particular aspect of the governance of the charity. For example, all directors

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should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

Main Responsibilities

- To ensure that the charity, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the directors may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects, and provide public benefit.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of the senior management team.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds.
- To maintain absolute confidentiality about all aspects of the directors' business, bearing in mind the over-riding legal obligations placed upon directors.

Statutory Duties

Box Office open Monday to Saturday incl. 10.30 am to 12.30 pm
Registered Charity number 1109836
Company number 5336078

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- Duty of trust;
- Duty to comply with the charity's governing document;
- Duty to act in the best interests of the charity, present and future beneficiaries;
- Duty to avoid conflicts of interest;
- Duty to safeguard assets
- Duty not to benefit from their position
- Duty of care;
- Duty to act personally
- Duty to act collectively
- Duty to keep accounts.

As Shaftesbury Arts Centre is charitable company, directors and directors also have specific legal duties under the Companies Act 2006.

Accountable to

As the board is responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: members, beneficiaries, funders, the Charity Commission, and other regulators (e.g. Companies House). Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties the charity has.

There is a growing demand within the sector and the wider general public, for charities to be open and accountable for their actions and inactions. Evolving best practice would therefore lead directors to consider the wider implications of the decisions they make, and to communicate widely the formal reasons behind such decisions or actions.

Directors must adhere to any legal and regulatory requirements applicable to the charity's activities.

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Director/Trustee Application Form 2010 (Closing date: 11th January 2010)

Full Name					
Date of Birth					
Address					
			Post Code		
Tel:		Daytime	Tel:		Evening
E-mail:					

1. Please explain below why you would like to apply for the voluntary position of Director/Trustee of SAC and what you feel you could bring to the charity.

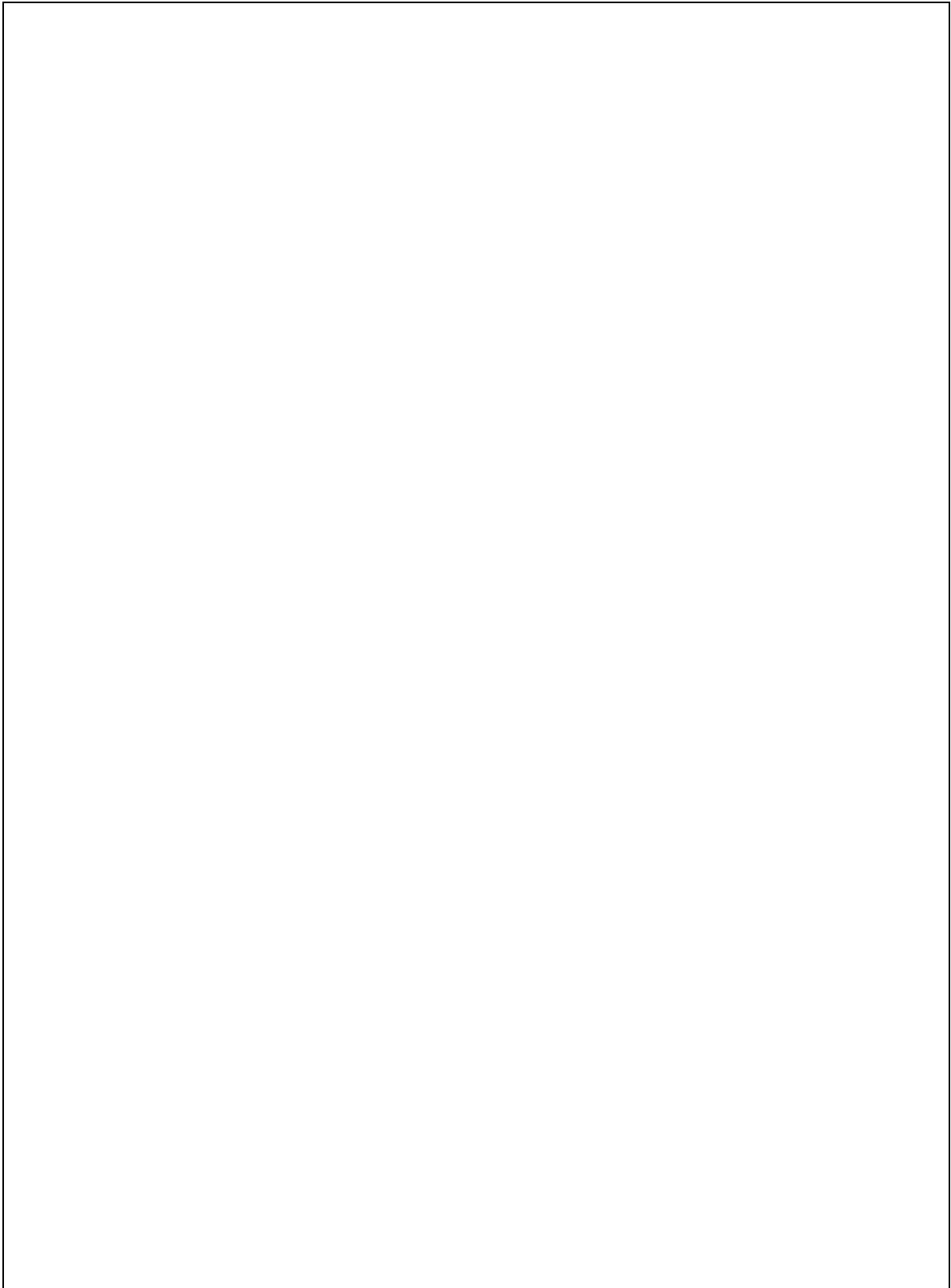
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2. Please list below, details of your employment history / background and any qualifications held. (You may wish to attach a separate CV to this sheet.)

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3. Please tell us of any further information, such as hobbies, interests or if you are a member of any organisations, trustee or director of any other charity or

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company which you feel may be relevant to this application. *(Please note, all data will be held in strictest confidence and in compliance to the Data Protection Act of 1998 and will only be used for the purpose of selection of directors/trustees.)*

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4. Nominees:			
Please supply us with the names of two people who would be willing to nominate you for the voluntary position of director/trustee of SAC			
<u>Nominee 1.</u>			
Name:			
Address:			
		Post Code:	
Telephone:			
E-mail:			
<u>Nominee 2.</u>			
Name:			
Address:			
		Post Code:	
Telephone:			
E-mail:			
I confirm that the information supplied on this Application Form is true and accurate, and authorise you to contact the two nominees named above for any further information you may require in relation to my application			
Signed:		Date:	

Please return completed form by 11th January 2010 to the Company Secretary