

**Role:** Trustee / Board Member

VDT is looking for enthusiastic trustees to join its Board of Trustees and support the strategic operation of the charity. We are interested in assuring we have a diverse range of skills available to us, so the application process includes the completion of a self-assessed skills audit.

**Hours:** 4 x 2 hour quarterly board meetings, 4 x 2 hour quarterly sub-Group meetings, 1 x 3 hour AGM. 1 annual board away day. All of these are held during standard office hours. Attendance at Theatre events. Time as required to read board papers and follow up on assigned actions. (Board papers are issued a week before meetings)

**Salary:** This is an unpaid voluntary position.

**How to apply:** Please read the role description and person specification, then complete the equal opportunities form and a skills audit and return, along with a CV and a short cover letter which outlines your desire and suitability to act in this capacity to:

VDT Chair ROSE KIGWANA e: [nankwanga@hotmail.com](mailto:nankwanga@hotmail.com)

**If you are interested in seeing VDT's work live then the new show, In Loco Parentis will be on tour in the spring 2020 and again in the autumn 2020 commencing with the premiere at Worthing Theatres on 3 March 2020.**

**Visit here for more info <https://www.vincentdt.com/project/in-loco-parentis/>**

We welcome all applications and experience, you can be new to the role or experienced. We are particularly interested in applicants who have the following skill set:

- HR
- Legal
- Finance

We are keen to increase the number of locally based trustees although this is not essential. We particularly welcome applications from people of colour, young people (16-20) and disabled people, we will consider ap

Vincent Dance Theatre values and promotes diversity and is committed to equality of opportunity for all. All staff are required to comply with and actively promote our Equality and Dignity at Work policies, no discrimination shall be made against any applicant for any reason and will differentiate or segregate on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

## About VDT

Artistic Director / Choreographer Charlotte Vincent and her brilliant, cross-generational ensemble have been 'moving people and making them think' since 1994, distributing productions **on stage, on film and online** to place the work at the heart of public debate.

VDT makes crucial performance for the critical times in which we live. Acclaimed by The Observer (UK) as '*funny, fearless and flintily determined, Vincent is one of the most important feminist artists working in Britain today*', creating '*astonishingly original*' (New York Times) productions with a 'crackling intellectual core' (The Guardian, UK).

VDT's productions make significant claims for gender politics, and increasingly for social change. Productions are formed out of and accompanied by a wide range of Participation activity. Vincent also mentors a range of mid-career artists, is widely acknowledged for supporting parenting in performing arts and campaigning for gender equality #VDTEverydayAction in all aspects of the company's work, both on and off the stage.

VDT is a National Portfolio Organisation, regularly funded by Arts Council England. VDT is based in central Brighton, UK, is Associate Company at Brighton Dome and Dream Artist with Pavillion Dance South West. VDT was twice nominated in the UK's Critics Circle Dance Awards in 2017 and long listed again in 2019.

## Person Specification

Trustees must have:

- a commitment to the mission of VDT
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of VDT.

The Board of Trustees collectively needs skills and experience in:

- the creative arts and the means by which is funded in the UK
- financial management, fundraising, income generation and enterprise
- digital strategy
- human resource management
- collaborative partnerships
- social impact

## Your seven main duties

### 1. Using your specific skills

Each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

### 2. Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

### 3. Comply with your Charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity
- should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

### 4. Act in your Charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

## 5. Manage your Charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds
- put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

## 6. Act with reasonable Care, diligence and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

## 7. Ensure your Charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

## Making decisions as a trustee

Charity trustees make decisions about their charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of trustees agree. When you and your co-trustees make decisions about your charity, you must:

- act within your powers
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of

- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances
- record how you made more significant decisions in case you need to review or explain them in the future.

## Eligibility and Liabilities

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For VDT the charity trustees are the board of directors of the council known as the board of trustees.

To be a trustee:

- You must be at least 16 years old.
- You must be properly appointed following the procedures and any restrictions in the charity's governing document.
- You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification include:
  - being bankrupt or having an individual voluntary arrangement (IVA)
  - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
  - being on the sex offenders' register

There are further restrictions for charities that work with children or adults at risk.

Find out more about what may disqualify you from being a trustee:

- <https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities>
- <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s3>

## When Trustees can be Personally Liable

It's extremely rare, but not impossible, for charity trustees to be held personally liable:

- to their charity, if they cause a financial loss by acting improperly
- to a third party that has a legal claim against the charity which the charity can't meet
- Understanding potential liabilities will help you to protect yourself and your charity by taking action to reduce the risk. This includes complying with your duties. It also includes deciding whether your charity should become incorporated (for example as a company or CIO).