

# ARC

Stockton Arts Centre



**Opportunity to join ARC's  
Board of Trustees**

**2022**

## Introduction

Hello

ARC is one of the UK's leading multi-artform centres, closely connected to its local communities with a national reputation for its artistic and audience development work. Having survived the pandemic, we have emerged with some exciting and ambitious plans for the future.

We are now looking for two new committed and enthusiastic Board members to act as charity trustees, who share our commitment to the values and aims of ARC.

We would welcome applications from people interested in the arts with a range of backgrounds including expertise/experience in general business, financial management, running arts, not for profit or commercial organisations, community development and health, as well as individuals with good local networks.

We are committed to continuing to increase the diversity of our Board to provide a wide range of perspectives from lived experience of the issues facing local people.

We hope this information pack provides the information you need to decide whether you are interested in joining us.



Lynne Snowball  
Chair, Board of Trustees



Hello

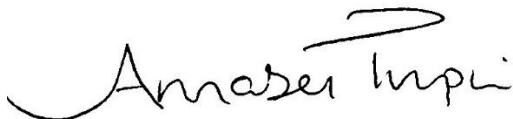
The Board of Trustees are invaluable in supporting me and the staff team here at ARC to fulfil our mission and aims.

They help set our future strategy, monitor progress against our plans and ensure we do things properly as a publicly funded organisation and registered charity.

Most of all, they represent our local communities, our customers, helping us continue to present a programme of events and activities that is exciting, relevant and interesting.

We are looking for new voices and perspectives to help shape the organisation going forward, and hope this is something you might be interested in.

Best wishes



Annabel Turpin  
Chief Executive & Artistic Director



## Why join?

We are looking for people that are passionate about our local communities, and/or interested in how arts and culture can improve people's lives.

Being a board member is a great way of using your skills and experience to support a local charity. You don't need to any qualifications to join a board, just a willingness to listen, support and challenge the organisation in a positive way. It can also help enhance your own skills, seeing how an organisation works from the inside and adding to your CV.

Board positions are voluntary (unpaid) although travel expenses and any access provision required can be covered.

*"Before becoming a board member, I had often wondered what this mysterious group of people really do. I was intrigued but wasn't convinced that I had anything useful to add. However, the application process at ARC was so open and encouraging that I decided to apply, and was thrilled to be appointed. The board has been very welcoming and supportive as I've got to grips with how it all works. It's a huge privilege to be a part of an organisation that I care deeply about."* Maria Crocker, Board member

## More about ARC

ARC is a charity that uses arts and cultural activity to support our local community, working locally in Stockton and the Tees Valley, and nationally, through our leadership of networks and partnerships.

We have events and activities going on all year round for everyone. These include live performances, film screenings, workshops and classes. We are particularly keen to attract people who might feel that the arts isn't for them to take part.

Our work brings people together so we can all better understand and enjoy the world and experience new ideas. We invite lots of different artists to spend time creating new work at ARC, working with local people, to make sure that what we present is relevant to Stockton.

We want to make a positive difference to our local community. We are always interested in working with new people. Our vision, mission and aims provide a central focus to our approach at ARC.



*ARC Associate Artist Umar Butt hosting Stockton's Annual Festival of Light and Colour Diwali celebrations*

## What people say about ARC

*“ARC has changed my life. It’s connected me to people who care, listen, and welcome me; and given me something to live for. It really has given me confidence. It’s changed me.”* Staying Out participant, aged 65+

*“You’re doing a good thing for children like Lacie and what they’ve been through...because she would be stuck in the house otherwise. You’ve brought her out of her shell – she’s more confident in school as well, she will give anything a bash nowadays.”* Carer of a More Stuff Like This Please programme participant

*“For the first time, I feel like my voice is worth listening to. Thank you so much to Little Cog and ARC for believing in me and supporting the development of my play, without which it would never have happened”* Alison Carr, disabled playwright

*“ARC are particularly brilliant at working in partnership to help swell civic pride.”* Darren Henley, Chief Executive, Arts Council England

## Our Vision

We believe the world is a better place when people understand each other.

We recognise that the world is dominated by the stories, views and ideas of a very small group of people. ARC uses arts and cultural activity to support different people to share their stories and ensure they are heard.

This creates better connections across communities which support people to raise their aspirations, achieve their potential and enhance their experience of the world.



Children from Mill Lane Primary School at ARC

## Our Mission

ARC is an organisation working from its venue to enhance the wellbeing of the whole community of Stockton and the Tees Valley, through arts and creative activity, through widening opportunities to experience and participate in the arts, and through partnership with other organisations.

## Our Aims

1. To make an important contribution to the social and economic regeneration of Stockton and the Tees Valley
2. To present an outstanding creative programme that is contemporary and relevant to our communities
3. To increase the number and range of people engaging with ARC
4. To support and develop artists and creative practitioners to create excellent work relevant to our communities
5. To support and develop a cultural workforce to support our ambitions
6. To realise the creative potential of our local communities
7. To increase our financial and organisational resilience and ability to adapt to economic, environmental and societal change
8. To act as a catalyst for partnership and collaboration between public, private and voluntary sector organisations
9. To act as a national and international leader in organisational sustainability, sector development, artistic practice and social impact



*Refugee Awareness Week event at ARC*

## Working as a Trustee and Board member

ARC's Board of Trustees is responsible for ensuring ARC's aims and objectives are achieved, setting the forward strategy and direction, approving the annual business plan and budget, and monitoring performance and delivery, supporting the Chief Executive and her team.

Board members have a diverse range of skills and backgrounds, which has the benefit of bringing a broad range of perspectives discussions. We value everyone's contributions to Board meetings equally.

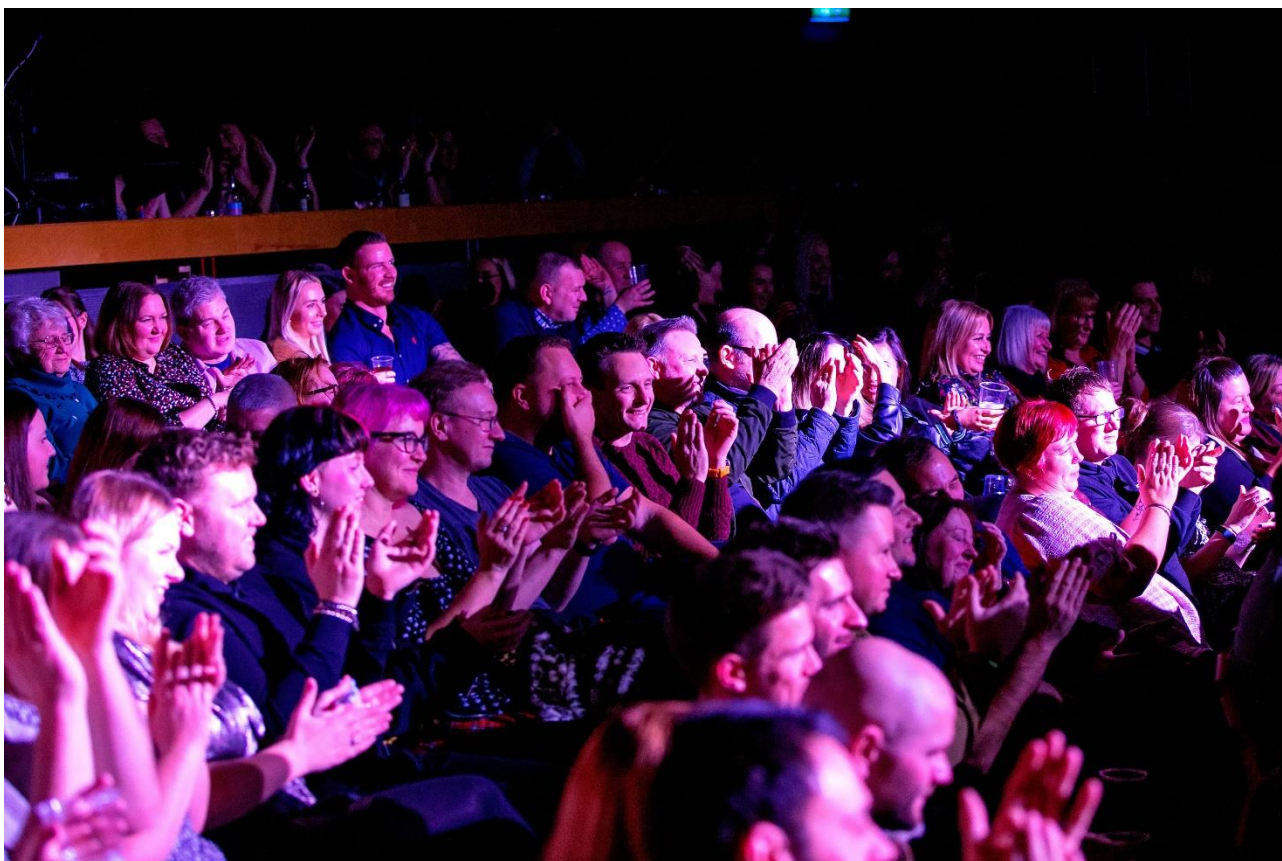
This is what you can expect if you join the Board at ARC:

- To attend formal Board meetings four times a year, including reading papers in advance
- To take part in one or two strategic discussion sessions per year, outside of formal Board meetings
- To visit ARC as a customer, experiencing the events and activities - two complimentary tickets per event are available to all Board members, subject to availability
- An induction process and training for board members

Board meetings currently take place from 5.30pm on Tuesday evenings, on the first or second Tuesday of March, June, September and December. They are held in person at ARC and last approximately three hours, although access by Zoom can also be arranged. Board membership is a voluntary position but members are able to claim travel expenses to attend Board meetings.

We aim to meet everyone's access requirements. Support to attend meetings and act as a Board member can be provided.

In 2023, we will be recruiting a new Chair of the Board of Trustees, advertising widely, and existing Board members will be able to apply.



Audiences at a comedy event in The Point at ARC

## Opportunities to find out more

If you are interested in joining the Board and would like to find out more about the role and/or ARC's work:

- You can email questions about the job directly to the Chair, Lynne Snowball at [lynne.snowball@arconline.co.uk](mailto:lynne.snowball@arconline.co.uk) or Chief Executive & Artistic Director, Annabel Turpin at [annabel.turpin@arconline.co.uk](mailto:annabel.turpin@arconline.co.uk)
- Join the question and answer session with Lynne, Annabel and Ishy Din, one of our retiring Board members, on Wed 13 Apr at 6pm via Zoom – there's no need to register, just turn up. It will be a webinar format so you won't be seen on screen, but can ask questions anonymously via Chat. Join here: <https://us06web.zoom.us/j/81706259093?pwd=MUHnaGRnUHMzME01ME9PdzRoUHVGdz09>
- Call in to ARC during our opening hours, have a look round, and say hello to our Box Office and No 60 staff – you don't need to have a ticket or buy a drink. You can see the opening hours here: <https://arconline.co.uk/visit-arc/>
- Find lots more information about ARC and our programme of events and activities on our website: [www.arconline.co.uk](http://www.arconline.co.uk)

## Job Description for Board Trustee

### Job Purpose

ARC is a company limited by guarantee, and a registered charity. The Board of Trustees act as Directors of the Company, and are responsible for the running of the charity. Day to day responsibility for the organisation is delegated to the Chief Executive & Artistic Director, but the Board play an active role in setting ARC's strategic direction and in the governance and monitoring of ARC.

### Person specification

Each Trustee must have:

- A commitment to ARC, and its aims and objectives
- A commitment to the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as an ARC Trustee
- A preparedness to offer personal and business skills and experience to support the work of the staff when required
- Good, independent judgment
- An ability to think creatively and take a strategic view

- An understanding of the need for confidentiality
- The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of the views of other people
- A commitment to acting as a champion for ARC

**NB:** The Board can co-opt people who have specific skills to join if necessary. Whatever skills each Trustee brings to the table they will be required to fulfil a full range of duties and responsibilities appropriate to the Board.

## **Key duties and responsibilities of the Board of Trustees**

### **1. Legal, Financial and Fundraising Duties**

- 1.1 To ensure that ARC operates in accordance with Company and Charity Law. This includes the filing of statutory returns at Companies House, returns to the Charity Commission and the keeping of Company Registers.
- 1.2 To ensure the prudent financial management of ARC. To exercise financial control; to scrutinise quarterly statements of the financial position; to discuss and decide on annual budgets and to review and, if required, revise those budgets to ensure that ARC has adequate resources at all times. To decide on, and assist with, applications to funding bodies if required.
- 1.3 To ensure ARC keeps proper accounts, appoints external auditors and that audited accounts are produced annually and submitted to Companies House and funding bodies.
- 1.4 To ensure the payment of all taxes due to the Inland Revenue and Customs & Excise.
- 1.5 To appoint bankers and cheque signatories and to make clear decisions about spending powers delegated to staff.
- 1.6 To ensure that ARC's assets are safeguarded and are well managed and maintained.
- 1.7 To ensure that ARC is properly insured.
- 1.8 To support fundraising activities and events by providing access to networks, industry and personal contacts, and championing applications.

**NB:** Whilst the Trustees liability is normally limited to £1, Trustees should note that if the Company is not run within the limits of its financial resources, it is possible that they could be held personally liable for ARC's debts and disqualified from being a company director, if they are not seen to have acted prudently. It is therefore essential that Trustees are kept informed of ARC's financial position so that they can monitor ARC's ongoing financial situation.

### **2. Employment and HR Duties**

**NB:** Trustees should note that the Board of Trustees is the employer of the staff.

- 2.1 To define ARC's employment policies, including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training.
- 2.2 To recruit the Chief Executive & Artistic Director; and to take part in decisions regarding the recruitment of senior staff.



- 2.3 To agree the job terms and conditions of employment for employees and to review levels of pay annually.
- 2.4 The Chair of the Board, or an appointed deputy, should act as the Chief Executive & Artistic Director's line manager in terms of support and appraisal and grievance and disciplinary procedures.
- 2.5 The Board is ultimately responsible for the health and safety of the building and must ensure the safe and efficient use of premises for both staff and the public.

### **3. Policy and Planning**

- 3.1 The Board develops and approves ARC's plans and policies, sets priorities and determines strategies for their implementation. In particular, the Board develops and approves ARC's Business Plan.
- 3.2 The Board should monitor all aspects of service delivery and policy implementation on a regular basis.
- 3.3 The Board should annually review all areas of policy and policy implementation documents and approve any appropriate revisions.

### **4. Advocacy**

- 4.1 To promote ARC, its activities and its needs to the private, public and voluntary sectors so as to enhance ARC's profile and assist with fundraising.
- 4.2 To act as a listening post in order to provide any information which may be of assistance to ARC.
- 4.3 To act as an enthusiastic ambassador for ARC at all times.

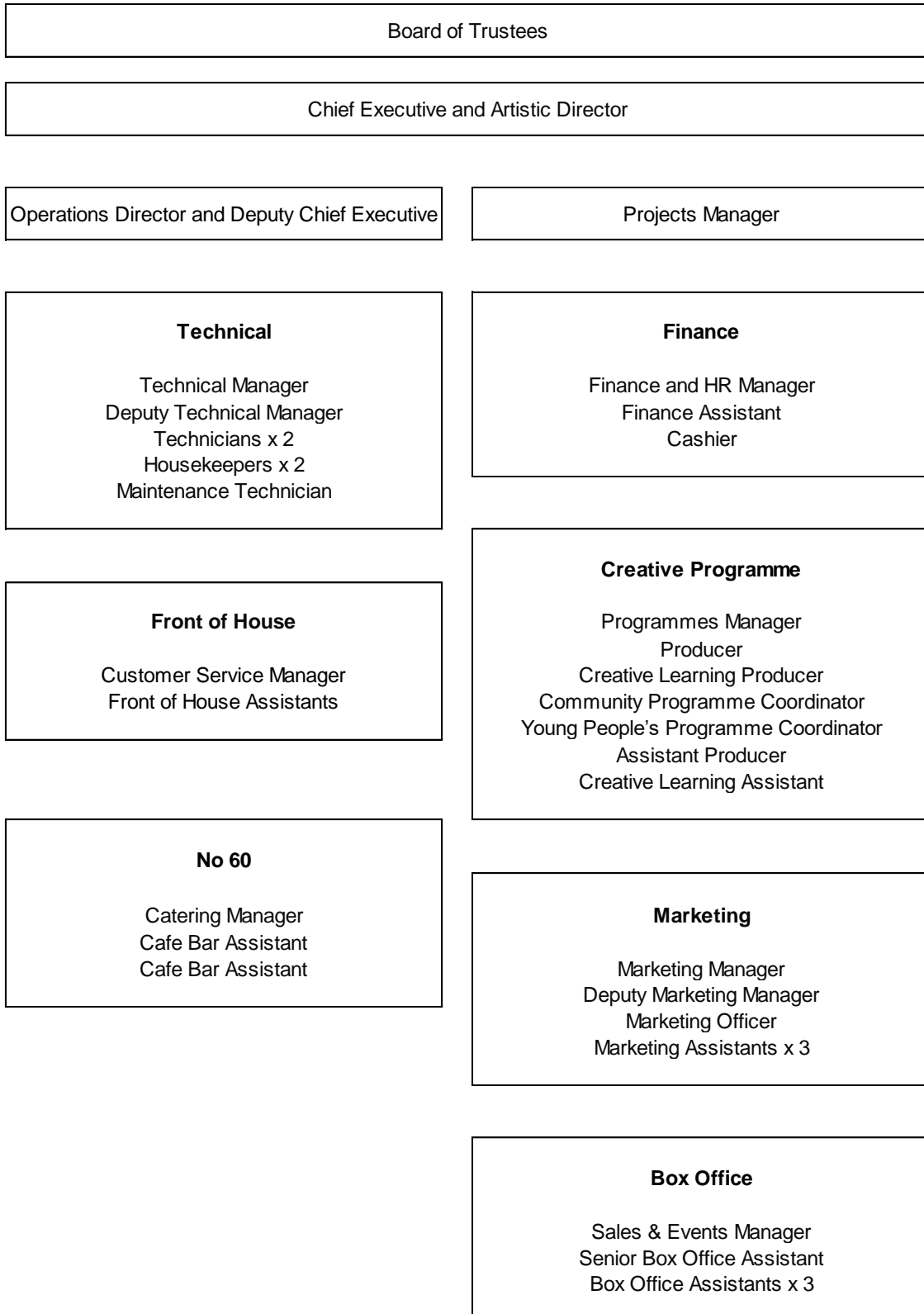
### **5. Management**

- 5.1 To establish a cycle of meetings with appropriate papers to service the Board efficiently.
- 5.2 To establish a system of communications and delegated decision making so that urgent decisions can be made and acted upon between Board meetings.
- 5.3 To appoint additional Trustees with specialist knowledge and skills as required.
- 5.4 To establish fixed-term working parties on specific issues if required.
- 5.5 To identify individual Board members to work as 'champions' for specific areas of activity on a fixed-term basis.

### **6. Attendance and Availability**

- 6.1 At quarterly Board meetings or any emergency meetings.
- 6.2 At key ARC events and any other high profile opportunities where ARC's funders and stakeholders are likely to be present.
- 6.3 At working party meetings if a member.
- 6.4 To provide advice and support to the Chief Executive & Artistic Director, either by telephone or in person, if required.

## Organisational Structure



To view our full list of Board and staff members, visit our website [here](#).



ARC Board meeting

## Interested in joining?

If you are interested in joining ARC's Board and would like to talk to someone about this, please get in touch with:

- Lynne Snowball, Chair – [lsnowball09@gmail.com](mailto:lsnowball09@gmail.com)
- Annabel Turpin, Chief Executive & Artistic Director – [annabel.turpin@arconline.co.uk](mailto:annabel.turpin@arconline.co.uk) / 01642 525181
- Ishy Din, Board member - [ishy.din@hotmail.co.uk](mailto:ishy.din@hotmail.co.uk) / 07929 758744

To apply, you will need to send us:

- A letter (no more than two pages) & CV **OR** a short video (no longer than 5 mins) setting out your interest in the role and how you meet the person specification
- A completed equality monitoring form – please [click here to complete online](#) (NB: this will not be used to assess applications.)

Please send these to [annabel.turpin@arconline.co.uk](mailto:annabel.turpin@arconline.co.uk) by **10am on Mon 25 Apr 2022**

We will acknowledge safe receipt and all information will be treated confidentially.

## Access requirements

If you have any access requirements in terms of submitting an application or attending an interview, please let us know. We aim to meet everyone's access requirements.

If you need to submit your application in a different format (eg as an audio file or as a hard copy), please let us know in advance so we can look out for it.

## **Selection Process**

Once the deadline has passed, all expressions of interest will be read by a panel of people including Lynne Snowball, Chair of ARC's Board, Annabel Turpin, Chief Executive & Artistic Director and one/two other Board members.

We will be looking for people who demonstrate they share ARC's values, meet the person specification, bring fresh perspectives and/or lived experiences, and complement the skills and experiences held by existing Board members.

We will invite people who best meet these criteria to meet with Lynne, Annabel and one/two other Board members on Wed 11 and/or Thur 12 May 2022 to talk more about the role. Please indicate on your letter if you are not able to make these dates.

## **Data Protection**

We are required to have a Candidate Privacy Policy to allow us to inform potential candidates of how ARC will collect, store and process their personal data submitted as part of the application process.

ARC will collect, store and process all data submitted as part of the recruitment process for this post in accordance with its responsibilities as the data controller as defined by the General Data Protection Regulation (GDPR).

The length of time that ARC retains submitted applications will depend on which stage of the recruitment process the candidate reaches.

- For candidates who are unsuccessful at the first stage ARC will retain submitted applications for the duration of the recruitment period of the named post.
- For candidates who attend an interview but are unsuccessful at this stage ARC will retain applications for a period of six months from the date that the candidate is informed that they have been unsuccessful.
- For successful candidates ARC will retain applications as part of their HR record in accordance with the terms set out in ARC's staff privacy policy.

ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR in order to be able to demonstrate that it operates a fair and transparent recruitment process in the event that a dispute arises.

ARC will retain submitted equality and diversity monitoring information indefinitely. This data is held as part of an anonymous record which ARC uses to monitor equality and diversity information about applications for advertised vacancies on a regular basis. ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR.

Candidates can object to ARC's processing of their data at any time. If you would like to submit an objection please contact [recruitment@arconline.co.uk](mailto:recruitment@arconline.co.uk). ARC will respond to all objection requests within one calendar month as required by the GDPR.