

June 2022

Board of Trustees vacancies

Thank you for taking an interest in joining the Board of Trustees at the Dukes. The Dukes is one of Lancaster's most valued cultural organisations, with a programme of live performance, cinema and creative engagement.

Trustees bring a mix of professional skills and backgrounds, from within and outside the cultural sector. Many are local to Lancaster and can therefore represent the community that the Dukes serves. Some come from further afield and provide a regional Lancashire or national perspective, and sometimes a specialist background. Our trustees are non-executive volunteers who meet regularly to set the organisation's vision; make decisions about our plans, budgets and policies; and evaluate how the Dukes is meeting its objectives. Trustees make decisions collectively, in close partnership with the professional staff and external stakeholders.

We are open to receiving all applications and in particular, we welcome applications that can add any of the following perspectives to our board:

- A theatre maker/freelance practitioner with a North West or national perspective
- A professional background in film or cinema
- An understanding of community engagement and participation
- Experience of promoting and improving equality, diversity and inclusion
- A strong track record in business, finance or accountancy

We think it is essential that the Board reflects the diversity of our population and encompasses a wide range of perspectives, opinions and experiences. We especially welcome applications from global majority communities, people with disabilities, and people under the age of 35.

We are confident that you will also get a lot out of becoming a trustee. It can be a rewarding opportunity to learn and expand your network whilst supporting a cultural charity to be successful. We are open to receiving applications from people who have never held a trusteeship position before and wish to develop these skills with us, as well as welcoming those who have experience of being a trustee. We can offer support where necessary, as well as a thorough induction and a "buddy system" with our current trustees.

The deadline for applications is midday on Wednesday 6th July, and interviews will take place in mid-July. Please apply by submitting a personal statement (no more than 2 sides of A4) or a video message of up 4 minutes long to ask@dukeslancaster.org with the subject Trustee Recruitment. Please use your personal statement to tell us about yourself, what

you believe you can bring to the Dukes, and what you would like to get from the experience of being a trustee.

I am happy to be contacted by email below if you have any queries or would like to arrange an informal discussion with me or another trustee before applying.

Thank you again for your interest and I hope you will consider joining us.

Yours sincerely,

Roddy Gauld
Chair of Trustees
roddy.gauld@octagonbolton.co.uk

Information on the role

The Dukes Playhouse Limited is a limited company and registered charity, trading as the Dukes. It is governed by charitable objectives. The trustees have the legal responsibility of ensuring the company operates well financially and meets its charitable objectives. These are best described below:

Our Mission:

To bring the best in live performance and cinema to the communities of Lancashire in our venue and other spaces. To create and actively support the opportunities for communities, individuals, and artists to develop their own creative work and its delivery.

To meet our Mission, our Vision is that:

- The Dukes creates and presents a diverse collection of storytelling through a range of art forms that delivers excellence, inspiration, and challenge.
- The Dukes is a catalyst for communities, individuals, and artists to develop their own creativity and practice.
- The Dukes is a place of cultural leadership and imaginative conversation.

Our organisational values are:

- Creativity
- Inclusivity
- Passion
- Quality
- Service

The board collectively takes important decisions on the Dukes' strategic direction including the approval of the business plan, budgets and appointment of the Director, who is responsible for the management and running of the Dukes and providing advice to the board on its decisions. We appoint trustees with a range of skills and experiences in order to provide informed debate and decision making. The main role of the board is governance: major policy, long term direction and accountability. Outside of this, the board acts as a "critical friend" to the Director and staff by offering feedback, experience and suggestions; and playing an active role in advocacy, networking and fundraising.

We are committed to inclusion and diversity, and we want our board to reflect the community we serve. We particularly wish to address the under-representation of global majority communities, people with disabilities and people under the age of 35. We welcome applications from people who do not have previous trustee (or similar) experience, but who have the willingness and aptitude to take on the role with training and support.

As a charity our trustees are volunteers and we ask for people to make a commitment to attend meetings throughout the year. There are currently six meetings a year and an away day, which are usually held at the Dukes. Some members participate in sub-groups, which meet online or in-person. Trustees also commit to attending performances, screenings and other events. Whilst most meetings are held in the early evening (at 5.30pm), the strategy day is usually a full day commitment. This is a non-remunerated post but reasonable travel expenses may be met. The term of office is four years and we ask people to serve a full term. Trustees can be re-appointed for a second four year term.

Becoming a trustee is an important responsibility and those who are regularly unable to attend meetings or otherwise make the commitment required will be asked to resign their position.

Organisational structure and appointments

The trustees have overall responsibility for the company. The board has a Finance and Audit sub-committee who can make recommendations and certain decisions on behalf of the full board. Trustees elect a Chair and Vice-Chair. Arts Council England and Lancaster City Council have the right to attend and observe meetings.

The Director is responsible for the leadership of the organisation including the staff team, and the operational management of the company. The Director works closely with the Board to set the vision and resources for the Dukes.

Financial information

In typical year the Dukes turnover approximately £2m. The majority of this income comes from box office sales. The Dukes has regular funding from Lancaster City Council and Arts Council England.

You can view our statutory accounts and annual reviews on the charity commission website:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/501935>

Trustee Job Description and Person Specification

Purpose:

The Board of Trustees is responsible for safeguarding the Dukes, and governing the charity so that it achieves its mission and objectives.

Key duties of being a Trustee:

Duties and responsibilities are collective and every trustee is expected to contribute with their relevant expertise and abilities:

- Provide leadership and direction by setting the mission and vision, policy and goals of the organisation, approving plans to achieve these, and evaluating performance and outcomes.
- Appoint the Director and work closely with them and the staff team to shape the vision and resources of the Dukes.
- Ensure the Dukes long-term financial health including approving budgets and accounts, monitoring the finances, and protecting the charity's funds, property and assets.
- Safeguard the name, values and reputation of the Dukes, including adherence with the law and the governing document, and the setting of policies and standards.
- Be alert to the opportunities and risks facing the Dukes and work with trustees and staff to respond to these. This may include supporting fundraising and partnerships as required.

Attributes of being a Trustee:

- Maintain good relations and communications with other trustees, act openly, collaboratively and professionally, and always in best interests of the Dukes.
- Be willing to undertake appraisals, training and personal development in relation to trusteeship.
- Give time to thoroughly prepare for meetings, attend regularly, contribute to the board; and where agreed with the Chair, work with the staff team.
- Show enthusiasm for the work of the Dukes and be an advocate for the organisation.
- Maintain a good working knowledge of the range of the Dukes activities and attend performances, screenings and events to stay informed.

- Be willing to offer personal and professional skills and advice in board meetings and to support the work of the staff when required.
- Take responsibility for board decisions, be accountable and hold others to account when necessary.
- Discretion and the ability to treat sensitive information confidentially.