

## Trustee Recruitment Pack

Llantarnam Grange is the regional centre for the visual arts and craft in south-east Wales. We are a charity based in the heart of Cwmbran, rooted in our local community, with a reach across the UK. We are seeking new trustees to join our board, and are looking for people who have the enthusiasm, skills, and experience to help guide our work supporting artists, makers, participants, and audiences. We want to hear new voices and perspectives to help us, and those we work for thrive.

We specifically encourage applications from people who have lived experience of the Welsh language, supporting its development within Welsh culture; those with disabilities; and people of colour. If you are inspired by what we do and want to get involved as a member of our board, we would love to hear from you.

### About the roles

#### The Chair

##### Overall

- Lead the board and the organisation to enable it to fulfil its purpose.
- Act as a spokesperson and figurehead as appropriate, representing the organisation together with the Director.
- Ensure that the Board concentrates on strategy and the monitoring of decisions delegated to management.
- Ensure the provision of accurate, timely and clear information to Trustees.
- Ensure an effective relationship between
  - the Board and the staff/volunteers
  - the Board and the external stakeholders/community.
- Ensure that there is a comprehensive induction programme for all new Trustees, supported by the Director / Company Secretary.
- Ensure the effectiveness of individual Trustees and the Board as a whole.
- Address the development needs of the Board as a whole with a view to enhancing its effectiveness including regular revision sessions on subjects such as legal status and responsibilities.
- Review the performance of themselves, the Trustees and Director once a year.

##### Specifically

- Plan and prepare the Board meetings and the AGM with others as appropriate.
- Chair Board meetings ensuring:
  - A balance is struck between time-keeping and space for discussions.
  - Business is dealt with and decisions made.
  - Decisions, actions and deliberations are adequately minuted.
  - The implementation of decisions is clearly assigned and monitored.

- Ensure adequate support and supervision arrangements are made for the Director and any other staff/volunteers directly managed or reporting to the Board.
- Ensure that a successor is found before the term of office finishes.

### **Qualities**

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well
- Is thoughtful about their role
- Constantly reflects on how to do better – reflects on strengths and weaknesses, knows when, how and where to seek advice and support
- Remains focused on the purpose of the organisation and the people and causes LGAC was set up to serve.

### **The Treasurer**

#### **Overall**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Monitor and report on the financial health of the organisation.
- Advise the Board on all matters relating to finance.
- Ensure proper records are kept.
- Oversee the production of necessary financial reports/returns, accounts and audits.

#### **Specifically**

- Liaise with relevant staff and Board members to ensure the financial viability of the organisation.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

#### **Qualities**

- Knowledge and experience of current and fundraising finance practice relevant to Llantarnam Grange Arts Centre.
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Ability to communicate clearly.

## Trustee

All Board members ensure there is good governance of the organisation. Trustees are legally responsible for the charity, oversee the development of strategy, monitor finances and organisational performance, and agree how to manage the risks we face. Trustees also act as ambassadors, promoting our work, developing new partnerships and opportunities for the future.

## All roles

We are committed to ensuring our board reflects the communities we serve. By this we mean through race, gender, sexuality, age, language, ethnic / national origins, religion or belief, disability, financial status, where people live, or the experiences they have had. We specifically encourage applications from people who have lived experience of the Welsh language, supporting its development within Welsh culture; those with disabilities; and people of colour. We are particularly looking for people who can support us in certain areas mentioned below, but we are not expecting any single person to have everything that we are looking for. So please let us know what you feel your strengths are and what you can bring to the board.

We are particularly looking for those with **leadership, accounting, retail / commercial operations** experience, those with knowledge of **capital redevelopments**, those with experience of **working in a senior role within an Arts Portfolio Wales organisation**, and those with lived experience as participants in our work.

A full induction programme will be provided, and if you haven't been a trustee before we will support you with training, mentoring, and buddying with another trustee.

## The commitment

We are looking for dedicated individuals who can contribute to the future success of Llantarnam Grange. Working positively as part of a team you will need to be able to offer your time and expertise, show good, independent judgement, think creatively and share ideas, have a willingness to speak your mind, understand and accept the legal duties, responsibilities and liabilities of trusteeship, respect confidences, and commit to adhering to the Nolan Committee's seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

Trustees are required to attend 4 Board meetings and 1 AGM each year – a mix of on-line and in-person meetings. Each meeting lasts about 2½ hours. There are 2-3 other meetings a year where staff and trustees work together to focus on specific topics. Reading and preparation time are also required. You are encouraged to attend exhibition openings and events and to fulfil your role as an ambassador for our work within your networks. You should also be willing to contribute advice on your specific area(s) of experience / expertise throughout your term of office.

## About Llantarnam Grange

Llantarnam Grange presents exhibitions and an extensive programme of education and engagement with the local community and our partners across Wales and the UK. Opened in 1966, we are located in a 19<sup>th</sup> Century manor house in the centre of Cwmbran. The building houses gallery spaces, a craftshop, café, and education and meeting rooms. We have engaged with audiences of up to 45,000 a year in our projects at the centre, other venues and in outreach activities. The love that our audiences have for the building and the activities which take place within it has meant we've remained at the forefront of the artistic and social community in Torfaen for over 50 years.

We are creating a Digital Venue to further support our audiences and to extend our reach beyond the four walls of our Victorian home and into the lives of others. A key future commitment of ours is to develop the building itself, to increase its capacity, and radically improve access.

Our **vision** is to create a community that celebrates and supports talent and well-being in the visual arts, across Wales. Our **mission** is to support and inspire artists and audiences through creative learning, providing a place for civic engagement for the well-being of our communities, sharing the work of leading visual artists and makers from across Wales, the UK and internationally.

Our latest business plan is available [here](#).

## Our governance structure

Llantarnam Grange is an incorporated charity, governed by a voluntary board of trustees. There are a maximum of nine Trustees that are appointed by the board of Llantarnam Grange, and a maximum of five that are appointed by the Borough and local Community Councils.

We also have a Youth Advisory Panel. Established in 2021, the 7 volunteers were recruited from our Criw Celf and Portal programmes. They enthusiastically support our work by offering ideas and solutions through practical activities and workshops. Their opinions are vital to our future because so much of our work is centred around supporting the creative development of young people.

## Terms of Appointment

Chair and Treasurer – To start 03 December 2022

Trustee – To start 01 December 2022

All for a term of three years, renewable once. This is a voluntary position and is not remunerated. Expenses can be claimed for attending meetings.

## Further information

To find out more, or to arrange an informal chat, please contact Louise Jones-Williams the Director, at [louisejw@llantarnamgrange.com](mailto:louisejw@llantarnamgrange.com) or on **01633 483321**

## How to apply

Please submit your CV, a covering letter, and the equality and diversity monitoring form available by [clicking on this link](#) to Elaine Cabuts, Chair, at [ecabuts@lgac.org.uk](mailto:ecabuts@lgac.org.uk) or by post to Elaine Cabuts, Chair, Llantarnam Grange Arts Centre, St David's Road, Cwmbran, Torfaen, NP44 1PD

- **Application deadline** 10am Monday 03 October 2022
- **Interviews**
  - Chair and Trustee roles: Friday 07 October 2022
  - Treasurer role: Tuesday 11 October 2022
- **Commencement**
  - Trustee role: 01 December 2022
  - Chair and Treasurer 03 December 2022
  - The timings are to enable you to attend and observe the board meeting on 27 October 2022.