



## INFORMATION PACK FOR PROSPECTIVE BOARD MEMBERS

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### ABOUT ARTHOUSE JERSEY

ArtHouse Jersey is a registered Jersey charity. Our mission is to support artists in the creation of ambitious work that has a positive impact on our Island community and international audiences.

To achieve our mission we invest in artists through providing funding, advice and expertise and focus on the achievement of five goals that will help us build a secure and stable platform for the future.

1. Support the creation of compelling and thought-provoking artistic work with a consistent focus on high-quality;
2. Facilitate collaboration and partnership while seeking to enable a wider audience for the arts;
3. Deliver community outreach, improving lives in our community, building cohesion and helping the most in need;
4. Business development: building brand awareness and delivering our income diversification objectives;
5. Organisation: Board effectiveness and the use of data to improve performance.

Our output is designed to appeal and benefit a wide range of stakeholders. We make a concerted effort to change perceptions that art is for the elite only, specifically targeting the most deserving sections of our community who may have not benefited from sufficient access to the arts to date: the elderly, young, disabled, disadvantaged and minority communities.

To ensure that we have adequate resources we work with government to secure

a suitable level of revenue public funding and through the delivery of our income diversification strategy.

For more information on becoming the Board member of a charity, you may find it helpful to refer to the [Charity Commissioner's site](#).

## **WHAT SKILLS ARE WE LOOKING FOR?**

ArtHouse Jersey is looking for up to two additional board members with an interest in the arts, a passion for our service and cause and skills & experience in the following specific areas:

- Fundraising
- Financial management
- Governance

It is an exciting time to join ArtHouse Jersey. With ambitious plans in place and a busy programme, we need dynamic and experienced board members to provide guidance and support. We currently have six board members - for more information please [visit our site](#).

## **YOUR COMMITMENT**

ArtHouse Jersey's Board meetings take place quarterly on weekday evenings at our headquarters, the Greve de Lecq Barracks. Should COVID restrictions be in place meetings will be held online. New members may wish to join one of our sub-committees and, in exceptional circumstances, may be asked to attend an occasional Extraordinary meeting. Members may occasionally be asked to participate in projects requiring their specific expertise. Very occasionally members attendance may be requested at key events.

Members serve for a term of three years and shall be eligible for re-appointment for two further periods to a maximum of nine years.

Members must complete a detailed declaration of interest form as part of our appointment paperwork.

Finally, please note that this is a voluntary, non-remunerated role.

## **RESPONSIBILITIES**

The responsibilities of a Board member include:

- Providing guidance and support to the Executive team as required;
- Preparing for, attending, and contributing to board meetings and other commitments on behalf of the charity including key promotional events;
- Ensuring that the objectives of the charity are achieved;
- Governing the charity in compliance with our Articles and Jersey law;
- Being accountable for financial planning, reporting, controls, and performance of the charity, ensuring that funds are managed in the best interest of the charity;
- Approving the strategic direction of the charity, as proposed by the Executive team and regularly reviewing performance;
- Monitoring and reviewing the effectiveness of operations, policies, strategies, risk, and business plans, recommending adjustments and changes where necessary;
- Positively representing ArtHouse Jersey at all times;
- Championing fundraising activities and promoting the charity to a wider audience of potential funders and beneficiaries;
- Acting as a spokesperson for the charity as required.

## **INDUCTION**

The induction process for newly appointed Board members comprises introductory meetings with the Chairman and other members to learn about the Board's role, function and responsibilities as well as with the Director and Executive Producer to talk in detail about the work of the charity.

## **YOUR APPLICATION**

If you wish to be considered as a member of the ArtHouse Jersey Board please write to Matt Fiott, Executive Producer - [matt@arts.je](mailto:matt@arts.je) - by midnight Friday 6 November with the following information:

1. Your full name, address, telephone number and email address;
2. Your CV;
3. A statement of suitability, providing an overview of why you would like to be a member of the ArtHouse Jersey Board and what you would bring to the organisation. Please include any relevant life and professional experience;
4. Disclosure of any perceived potential conflicts of interest;
5. Confirmation that you are content with the following:
  - a. That you are content for a police check to be undertaken should you be selected;
  - b. That you have not a/ been declared bankrupt, insolvent, been the subject of a county court judgement in respect of debt, had a receiver or liquidator appointed, been disqualified under the Company Directors Disqualification Act 1986 or been convicted or charged of a criminal offence; b/ had an insurance contract cancelled or declared void or a claim repudiated or renewal refused due to breach of a policy condition or risk improvement; c/ been disqualified under the Charities Act 1993 or any subsequent legislation;
  - c. That you understand that we collect, hold and in limited circumstances may be required to share your personal data in accordance with the Data Protection Jersey Law (2018);
  - d. That in applying to be a member of the Board you are declaring that the details you provide are correct and complete to the best of your knowledge, that you are over 18, and that you understand that any false statements or the withholding of any relevant information may provide grounds for rejection of your application.