# Introduction

# The Articulate Cultural Trust (ACT) is recruiting Trustees with public, private or not-for-profit experience who have a passion for the values of this new charity and a real will to support better long-term access to the arts for marginalised young people.

The role of the Trustees is to:

* Utilise personal skills, experience and knowledge to fulfil responsibilities for the overall governance and strategic direction of the ACT
* Ensure that the organisation complies with its governing document, charity law and other relevant legislation, policy and procedures
* Use personal skills to make sure that the Charity pursues its objects as defined in its deed and strategic planning documents.

### Vision and Mission

The arts are proven to assist with essential and life skills, confidence and esteem, a sense of identity as well as build creative and entrepreneurial skills, knowledge and attitudes.

The creative industries are one of the fastest growing sectors in the UK and evolving at a pace that requires new and alternative sources of talents to continually fuel its development.

This new charity is proposed at a time where care experienced young people (CEYP) and other vulnerable young people are rightly in the spotlight as needing concerted national efforts to challenge the marginalisation they experience and improve their life chances. The charity intends to develop a holistic, person-centred and relationship-based approach to support CEYP and other marginalised learners in pursuing employment as well as creating opportunities for participation by other young people who experience barriers to accessing the arts.

The purpose of the Articulate Cultural Trust is two-fold:

1. By creating education / training / employment opportunities for CEYP/others that will be designed to improve confidence, challenge isolation and, by growing out from their innate creativity, support positive, resilient and sustained transitions into adult working life.
2. To address the dearth of systematic, programmatic and regular opportunities for care experienced young people, and other marginalised young members of society, to take part in the arts in Scotland. This project aims to address the deficit and begin to build a rich programme of possibilities for young people to engage, enjoy and excel in their own creative exploits.

The two strands are interlinked, with the training and employment programme devising and delivering the participatory arts programme for the benefit of the wider community.

This proposal combines a social and business need in a creative way and aims, over a fifteen-year period of three five-year phases, to embed the arts as a route to achievement and attainment for young people who are care experienced.

**ACTs Aim**

To establish arts facilities and services run with, by and for care experienced young people and other marginalised members of society, initially in the west of Scotland, particularly in support of access to and participation in the arts in order that they benefit creatively, socially, educationally, therapeutically and economically from their own innate talents, aspirations and resilience.

**ACTs Objectives**

* To realise a holistic, relationship- and asset-based, person-centric approach to arts participation and employability in the creative industries
* To ensure individual and community engagement by, with and for care experienced young people and other marginalised learners
* To evolve a participatory, capacity-building model that takes a long-term and longitudinal view towards positive change
* To support empowerment from within a virtuous circle that allows the young creative leaders of the future to emerge
* To build individual and community confidence and a creative identity that informs resilient ambitions and aspirations for the future

# To create a scalable social franchise model that allows the charity to influence positive change and action in other communities in the UK.

**ACTs Values**

* Asset-based – that care experienced people have a huge amount to offer into as well as to gain from this proposition
* Engagement – with and for care experienced people – a participatory, capacity-building model taking a long-term view towards positive change
* Empowerment - virtuous circle from bottom-up and top-down as the young creative leaders emerge
* Building confidence and identity – especially creative identity that informs a resilient future
* Scalable – that the first cohort of trained apprentices can scaffold and lead on the development of the next hub and so on within a possible social franchise model.

# Trustee Job Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones that benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Remuneration: The role of Trustee is voluntary and therefore not accompanied by any financial remuneration, although reasonable expenses may be claimed.

Location: Scotland

Time commitment: Four Board meetings per year

Reporting to: Board of Trustees (Executive Committee)

Occasionally additional meetings may be required for recruitment or strategic development activity. In addition to Board meetings, communication between meetings will take place via email and telephone. Energy and commitment to working with Articulate for a period of three years is usually required.

**Trustee Duties**

* To ensure the organisation complies with its governing document – the articles of association
* To ensure that the organisation pursues its objectives as defined in its governing document
* To ensure the organisation applies its resources exclusively in pursuance of its objectives
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* To promote and safeguard the good name and values of the organisation
* To ensure the effective and efficient administration of the organisation
* To ensure the financial stability of the organisation and sound risk management
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
* To help with HR matters and to support the CEO in his or her management of staff performance.

In addition, with other Trustees to hold the charity ‘in trust’ for current and future beneficiaries by:

* Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
* Being responsible for the performance of the charity and for its ‘corporate’ behaviour; ensuring that the charity complies with all legal and regulatory requirements
* Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application
* Ensuring that the charity’s governance is of the highest standard.

As well as the duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Trustee Person Specification:**

Individuals are sought who have a strong empathy with our mission. Experience, skills, and expertise combined with an in-depth understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any aspect of the governance of the charity.

**Experience**

* Successful experience or an understanding of operating within a Board in a charitable, public sector or commercial organisation
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
* A proven track record of sound judgement and effective decision-making
* A history of impartiality, fairness and the ability to respect confidences
* A track record of commitment to promoting inclusion, equality and diversity

**Knowledge, Skills and Understanding**

* Commitment to the organisation and a willingness to devote the necessary time and effort to its development, growth and success
* Preparedness to make recommendations to the Board, and a willingness to speak their mind knowledgeably
* Good, independent judgement and strategic vision
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* An understanding of the respective roles of the Chair, Trustees and Chief Executive

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they must help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the organisation's work in which the Trustee has special expertise or knowledge.

We are specifically looking for expertise on:

* Inclusion, equality and diversity especially in relation to care experienced young people and marginalised learners
* Employability themes and those concerned with developing the young workforce
* Community engagement and empowerment
* Fund-raising and generating income
* Managing and marketing development and growth
* Finance, Human Resources and strategic developments

**Further Information**

For further information please contact Eona Craig on 0141 416 4105, 077 40 50 25 44 or at [eonacraig@articulatehub.com](mailto:eonacraig@articulatehub.com)

The Articulate Cultural Trust (ACT) is a Scottish Charitable Incorporated Organisation (SCIO), charity number: SC047054.

**Individual Roles and Responsibilities**

Chair:

The Board Chair is expected to provide leadership to and manage the

Board of Directors and any Executive Committees as required, ensuring that the Board fulfils its legal and financial obligations and individual board members fulfil their board responsibilities. The Board Chair facilitates communication and decision-making within the Board.

Specific responsibilities include, but are not limited to:

1. Convening and facilitating board and Executive Committee meetings

2. Providing accountability regarding attendance, individual giving and other

individual board member commitments

3. Ensuring the recruitment and orientation of new Board members

4. Maintaining regular contact with the CEO and being available as

Needed to staff and volunteers

5. Ensuring annual evaluation of the CEO and the Board

Vice-Chair:

The Board Vice-Chair is expected to provide leadership to the Board

of Directors, ensuring that the Board fulfils its legal and financial obligations and

individual board members fulfil their Board responsibilities. The Board Vice-Chair

serves as a member of Executive Committees as required and supports the Board Chair in his or her Board leadership.

Specific responsibilities include, but are not limited to:

1. Fulfil the roles and responsibilities of the Chair in the case of her or his inability or absence

2. Fulfil the roles and responsibilities of the Secretary in the case of her or his

inability or absence

Secretary:

The Board Secretary is expected to establish and oversee sound practices for documentation and effective procedures for Board communication. The

Board Secretary serves as a member of any Executive Committees as required.

Specific responsibilities include, but are not limited to:

1. Overseeing the recording and distribution of Board and any Executive Committee meeting minutes

2. Keeping records of all official Board communication (including but not limited

board meeting minutes) and official and/or legal organisational documents, such

as bylaws

3. Ensuring bylaws, articles of incorporation and other key documents are up-to date, and that Board resolutions are integrated

4. Signing organizational documents as needed

Treasurer:

The Board Treasurer is expected to provide financial oversight and

monitor the financial health of the organisation. The Treasurer serves as a member of Executive Committees as appropriate and chairs the Finance Committee.

Specific responsibilities include, but are not limited to:

1. Overseeing, in coordination with the CEO in:

a. The creation, presentation and monitoring of the annual budget

b. The timely and accurate completion of the organisation’s tax forms and

annual audit

c. The creation and distribution of financial reports prior to Board meetings

2. Presenting financial information to the Board and being available for questions

3. Monitoring compliance with financial policies and procedures; suggesting

changes and new policies as needed

4. Providing regular financial oversight and alerting the Board and Executive Committees immediately if concerns arise