

March 2025

Trustee/Board Member Role Description

We're looking for committed individuals to complement the skills of our existing and highly valued board members. We welcome board members from a range of backgrounds, knowledge and skills so that we have as diverse a Board as possible. It's perfectly ok if you've never been on a board before, as we'll provide support and training.

Why join a board?

- You'll be supporting a worthwhile and creative charity with your time and your expertise
- Contributing to the creative development of a highly regarded arts organisation with a growing reputation
- You'll get opportunities to come to events and performances and meet dance artists and choreographers
- Expand your networks and broaden your experience in the arts sector

What is required of me as a board member?

Board members have statutory duties, which means you'll be lawfully responsible for certain things - along with the rest of the board, and with the right support.

1. To ensure that Pavilion Dance complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that Pavilion Dance pursues its objects as defined in its governing document
3. To ensure that Pavilion Dance uses its resources exclusively in pursuance of its objects
4. To contribute firm strategic direction to the organisation and set overall policy
5. To safeguard the good name and values of Pavilion Dance
6. To ensure the effective and efficient administration of Pavilion Dance
7. To ensure the financial stability and proper use of the property and funds of Pavilion Dance
8. To appoint the chief executive officers and monitor their performance

Other duties:

In addition to the above statutory duties, each board member should use any specific skills, knowledge or experience they have in order to help the board reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise. You'll bring your own viewpoint and set of skills to the table - and that's ideal.

Pavilion Dance South West is a registered charity dedicated to transforming communities through dance.

Company Registration Number 3231304 Registered in England. Charity Registration Number 1111641

VAT Number 224 7443 16

Advocacy:

Board members are key advocates for Pavilion Dance and are expected to represent and advocate for the organisation in their work, education and social networks, identifying opportunities for partnership working and fundraising where appropriate and in line with the business plan.

Terms of appointment and expectations:

The appointment will be made initially for three years with the opportunity to be re-elected for a maximum of two further three-year terms.

Minimum Time commitment:

- Attendance at 4 Board meetings a year (usually 2.5 hours long & held 4-6.30pm on Thursdays at Pavilion Dance, Bournemouth or on Teams)
- Up to 3 hours to read the Board papers in advance of each meeting
- Attendance at 1 Board Away Day each year (usually 11am-4pm on a weekday in September and held in person at Pavilion Dance)
- Attendance at least one or two Pavilion Dance events each year so you experience our work

If you are interested in being a Board member but are not sure about the minimum 3 years commitment, it is worth talking this through with the Executive Director to see if an alternative approach could make it more feasible.

Who Are We Looking For?

We are keen to hear from applicants with knowledge of or experience in finance and accounting.

Personal attributes:

- Commitment to the work and the values of Pavilion Dance
- The drive to be our critical friend; Question & use your voice - we want to know what you think and this will help us develop and thrive as an organisation.
- Good independent judgement
- The ability to work as a member of a team and a willingness to state personal convictions
- A willingness to accept a majority decision and be tolerant of the views of other people
- A preparedness to offer personal and professional skills and experience to support the staff
- A Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

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You don't need to have had previous Board/Leadership experience as we will provide induction and support. As a charity and a limited company, board members are both non-executive directors and trustees. Board membership is a voluntary position. Expenses, such as your travel costs, can be reimbursed.

Pavilion Dance South West is an Equal Opportunities and Disability Confident employer

Interested in joining us?

For an informal discussion about the role and what you could bring to it contact Helen Keall, Executive Director Joint CEO helen.keall@pdsw.org.uk

We look forward to hearing from you.

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