



Macclesfield Barnaby Festival Trustee Role Description

Barnaby is a volunteer-led biennial festival of contemporary arts, culture and fun, celebrating Macclesfield's rich cultural heritage and creative talents. It brings the town centre to life with events, exhibitions and happenings covering art, music, comedy, performance, street entertainment, walks and talks. Each festival has a theme to reflect and inspire.

MBF is a Registered Charity and not for profit Limited company.

Overview

The trustees/ directors of Macclesfield Barnaby Festival are required to undertake two roles for the organisation:

1. Discharge the legal duties and strategic responsibilities of an effective charity trustee
2. To lead on, undertake and contribute to activities and tasks required in the running of the organisation and the delivery of the festival, including both day-to-day organisational activities and specific time-bound projects as relevant to trustee skills and experience

Legal responsibilities as a trustee

You must:

- carry out your charity's purposes for the public benefit
- comply with your charity's governing document and the law
- act only in the charity's best interests
- manage the charity's resources responsibly
- act with reasonable care and skill

You must also ensure good practice throughout your duties, which may also include the application of wider legal requirements.

Key responsibilities

As a trustee you will contribute actively by:

- Bringing a strong and independent voice and perspective to support all of Barnaby's decision-making.
- Attending Board and other meetings to agree the strategy of Barnaby, monitor progress and demonstrate the impact of our work.
- Understanding the strategic and operational risks faced by Barnaby and contributing to problem-solving to mitigate and control risks.
- Work collectively with fellow trustees to plan for the future, agree how to sustain the charity and grow our impact.
- Ensuring Barnaby's values inform all that we do, including our commitment to equality, diversity and inclusion.
- Understanding the resources (both human and financial) Barnaby has to deliver its aims and ensuring these are safeguarded and used in the best interests of our charitable objectives.
- Being an ambassador for Barnaby, representing the charity as appropriate and safeguarding the good name of Barnaby.

- Ensuring that Barnaby has in place all mechanisms to plan and deliver our work safely for all our stakeholders, volunteers, staff, contractors and audiences.
- Contributing to a shared understanding of developments in the arts, culture and heritage sector and the impact for Barnaby.

Level of Commitment

- Up to 12 evening Board Meetings per year - 2 hours
- Take the lead on responsibilities / tasks - est. time 2 to 3 hours per week (dep on tasks)
- Meetings with trustees, staff, volunteers and other stakeholders as required
- Additional tasks associated with key activities of the organisation and festival delivery

Person Specification

Essential

- Commitment to the importance of cultural and arts activities to the life of Macclesfield and its communities
- Communicate well by listening, interpreting and contributing own perspective
- Ability to work as part of a team, taking different roles within the team as required
- Experience of making plans and taking collective decisions
- Able to work independently, collaborate and offer leadership to others as required
- Interest in identifying and exploring new opportunities
- Ability to problem-solve with others
- An understanding of the importance of budgeting and financial management
- Understanding of the duties, responsibilities and liabilities of charity trustees and requirements of directorship of a Company Limited by Guarantee
- Understanding of management accounts, budgeting and costing
- Knowledge of good governance principles in the charitable sector

Desirable

- Experience of developing strategy and/or operational planning with teams or partners
- Experience of leadership roles
- Experience of working or volunteering within the arts, heritage and cultural sector
- Experience of acting as a charitable trustee
- Experience of working with both volunteers and paid staff
- Knowledge of the arts, culture, business and civil society of Macclesfield
- Understanding of management accounts, charity accounting and final accounts and audit trail (NB essential for Treasurer)
- Understanding of/ experience in implementing safeguarding measures in the arts and culture sector

Other Requirements

Transferable DBS disclosure at enhanced level may be required (provided by Barnaby if required)
Professional qualifications matching specific responsibilities, where applicable.