

Macclesfield Barnaby Festival

Role profile: Chair of Trustees, September 2021

ROLE OF THE CHAIR

To be read in conjunction with the MBF Trustee Role Description, January 2021.

Working closely with Trustees, the Vice-Chair, project team and volunteers, the Chair will:

- Provide inclusive leadership for MBF and its Board of Trustees for the effective governance of the Charity, working with the Vice-Chair to effectively divide leadership responsibilities for the Festival.
- This will entail setting the Board agenda, facilitating an effective relationship between Trustees, and maintaining a positive reputation for Festival with stakeholders.
- Ensure that transparent information is provided to Trustees, giving them enough time to consider critical issues and setting realistic deadlines for informed decision-making by the Board
- Make sure that the Board is regularly refreshed and appropriately balanced, enabling individual Trustees to identify the ways in which their particular set of skills and experiences can benefit MBF
- Support new trustees by providing an induction process
- Foster the development of the Board as a whole, making sure trustees keep abreast of the latest guidance on good practice and any changes affecting their legal status, roles and responsibilities as trustees
- Monitor the effectiveness of individual Trustees and the Board as a whole, facilitating an annual review of the Board's effectiveness
- Act as a spokesperson and ambassador for MBF in a variety of contexts such as performances, functions, meetings, the press and broadcast media, alongside or in the absence of the Executive Producer and Artistic Director
- Fulfil the statutory duties of the Chair of a charitable organisation
- Maintain a strategic perspective which enables the Board to identify and manage risks, safeguarding the overall reputation and financial health of MBF
- Contribute fully to the practical tasks inherent in holding events, performances or other activity connected with the Festival.

This role description is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

DESIRABLE KNOWLEDGE AND UNDERSTANDING

- The work, history and ambitions of MBF
- The role of the arts, culture and heritage in Macclesfield
- The governance of charitable arts organisations
- The funding context in which MBF operates
- Experience of the non-executive / chair role

SKILLS

- Strong interpersonal skills including listening, motivating and challenging others, developing relationships, team-building, team-working and team leadership
- Managerial skills including line management, performance review, chairing meetings
- Networking and advocacy skills and the ability to act as an ambassador for MBF
- Financial management skills; awareness of statutory compliance with regulators
- Strategic intelligence and the capacity to lead in a civic context

EXPERIENCE

- Senior strategic leadership
- Financial oversight at a senior level
- Business development / fundraising
- Engagement with the arts
- Working with volunteers

TERMS OF APPOINTMENT

The appointment will be made initially for 3 years, with an option for renewal for one further term. Please note this is a volunteer role. Travel and out-of-pocket expenses can be reimbursed where required and agreed. Any appointment to the Board is as both a director of a limited company and a trustee of a charity. The Board's role and responsibilities are governed by Company and Charity Law as it applies in England and Wales.

TIME COMMITMENT

We estimate that the role of the MBF Chair will require a minimum of 2 to 4 days per month, depending on proximity to the June festival. This will include monthly board meetings, committee meetings and a yearly Board Away Day as well as key stakeholder meetings.. Board meetings currently take place either on-line or in central Macclesfield. It will be expected that you attend MBF performances and advocacy events, and be available for telephone and email communication when required.

GOVERNANCE INFORMATION

MBF is both a limited company and a registered charity and, as such, is governed by the charitable objects set out within its Memorandum and Articles of Association. The directors of the company, who also act as trustees of the charity, therefore have legal, financial and fiduciary duties under company law and compliance with charity legislation.

APPLICATION PROCESS

Expressions of interest should comprise a full CV and covering letter, and should be submitted via email to chair@barnabyfestival.org.uk Informal discussions are welcome and encouraged with the retiring Chair Abi Gilmore. Please email to arrange a time and get contact details.

Closing date: 15 October 2021 (midnight)