



## **Job Description**

### **Member of the Board of Directors: b-side CIC**

<http://www.b-side.org.uk>

## **General Information**

B-side CIC is looking to select two people who have professional expertise to join the Board of Directors and be jointly responsible for its governance and strategic direction.

In order to strengthen the board's areas of expertise, we are looking to select two people who already work in one or more of the following areas:

- As independent, practicing, self-employed artists
- Within Legal and/or Human Resources teams
- In the education sector at a senior level, or within relevant disciplines and research departments in Higher Education
- Within Tourism / Culture teams or organizations

The Board of Directors meets quarterly in Dorchester at the Little Keep, where the company offices are based. We would encourage prospective applicants living outside of Dorset, but travel is a consideration. We pay transport and reasonable accommodation expenses. There are no other financial recompenses attached to these positions: attendance is voluntary.

Outside of attendance, it is important that regular contact is maintained with the Executive Director, or relevant Team Members, usually by e-mail or telephone. The board is pro-active, and directors are involved in follow up tasks, advocacy for the organization and contributions to strategic work. An introductory package and sufficient lead-in time will be provided.

To apply for one of the two positions, please send a short CV, web-links to recent work and short statement (maximum of 300 words) outlining what you might bring to the organization and what you might achieve by being a director of b-side, to:

Alan Rogers, Executive Director [alan@b-side.org.uk](mailto:alan@b-side.org.uk) by 1 July 2015.

## **What do we offer Board members?**

An opportunity:

1. To be part of a growing organisation
2. To engage in our festival and symposium
3. To support the ambitions of a well-respected organisation
4. To network into the arts and enjoy the unique experiences that offers
5. To be part of a team that shares a unique and innovative vision
6. To contribute your professional skills outside of your usual work environment

### **We would want a director to have:**

- A commitment to b-side's vision and mission
- Integrity, strategic vision and independent judgment
- An ability to take impartial decisions for the good of the organisation
- An understanding of the importance of collaborative processes
- A willingness to devote the necessary time and effort to their duties
- A willingness to speak one's mind and listen to the views of others
- An ability to work effectively as a member of a team
- An understanding of the legal responsibilities and liabilities of a trustee
- Good communication skills
- Tact and diplomacy

### **Some specific responsibilities of a Board Member are to:**

- Ensure the organisation applies its resources exclusively in the pursuit of its vision & mission and aims and objectives
- Contribute actively to the board of the CIC, give firm strategic direction, set overall policy, define goals, set targets and evaluate performance.
- Safeguard the good name and values of b-side
- Be responsible for the actions of the organisation and other directors
- Ensure the effective and efficient administration of the organization
- Ensure the financial stability of the organisation and the proper investment of b-side's funds
- Protect and manage the property of the organisation
- Attend meetings and read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising and networking activities
- Keep informed as to the wider issues which affect b-side's work
- Take an active interest and preferably attend the b-side festival
- Declare any conflict of interest while carrying out duties.
- Attend a minimum of 3 meetings per year

In addition to the duties of all board members, each member should use any specific skills, knowledge or experience they have to help the board reach sound decisions.

This might 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 director has special expertise.

The director's work might impact on the business plan, support for employees, funding partnerships, financial investment, compliance with company law and raising the organisation's profile nationally and internationally.