



## Didsbury Arts Festival - Board Vacancy

The DAF Board has a number of vacancies it is seeking to fill before the end of September 2018. We are therefore interested in hearing from anyone who would like to apply for the role of Board member. The Board is also under-represented in certain areas, and we are keen to ensure that it reflects the diversity of the community. We therefore encourage applications from Black, Asian and minority ethnic (BAME), male and disabled applicants and we are keen to hear from people with skills and experience in business, local community organisations, working with young people, and fundraising.

This document provides more information about the Board, the role of Board members and the role of the Festival Director.

### About Didsbury Arts Festival (DAF)

DAF is a community company limited by guarantee, managed by a Board and is a registered charity.

DAF started in 2009 with the first festival and since then has delivered a community arts festival in Didsbury, first annually, and more recently every two years, with the most recent being in 2017.

DAF operates with the help of volunteers, local groups, businesses, venues and supporters. It is managed day to day by the Board, all of whom are volunteers, and who meet regularly (6 times a year).

### DAF 2017 in Numbers

The main objective of DAF is to promote, improve and advance the arts in Didsbury and the surrounding community, through education and encouragement of the arts, primarily but not exclusively, by means of a Community Arts Festival.

A copy of the 'DAF Festival 2017 in numbers' report, which summarises the outcomes of the last festival and areas for planning going forward, is available, on the web site and on request, by emailing [info@didsburyartsfestival.org](mailto:info@didsburyartsfestival.org). Or visit [www.didsburyartsfestival.org](http://www.didsburyartsfestival.org) for this and more information.

### The DAF Board

- The composition of the Board of DAF is as follows:
- Maximum of 12 members, to include the Chair, Secretary, and Treasurer.
- Board rotation is 3 years.
- Outgoing Trustees may be re-elected.

### General attributes of a Board member

1. actively contributes to the Board in order to help DAF fulfil its objectives
2. is willing to devote at least approx. 3 hours per month, on average, to meetings
3. takes the lead on certain initiatives or acts as Board support for an area of the festival programme

4. introduces donors/funding routes, or contributes in such a way as to set an example for others to give their time and/or financial support
5. shows and enthusiasm for, and commitment to, the development of local community arts and opportunities for local artists, outreach, or similar
6. has a track record or shows interest in participating in and supporting community initiatives
7. has a personal network in Didsbury and/or Manchester on which they can call for support
8. is committed to collaborative working and has an understanding of what that might imply
9. has the ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of the views of other people
10. understands and accepts the legal duties, responsibilities and liabilities of being a Board member
11. shows a preparedness to offer personal and professional skills and experience to support the work of the festival director and festival team, when required
12. is an enthusiastic ambassador for the work of DAF at all times

#### **DAF Board Member duties**

The duties of the Board member is as follows:

- To ensure that DAF complies with its governing document, charity law, and any other relevant legislation or regulations
- To ensure that DAF pursues its objects as defined in its governing document
- To ensure DAF uses its resources exclusively in pursuance of its objects
- To safeguard the good name and values of DAF
- To ensure the effective and efficient administration of DAF
- To ensure the financial stability and sustainability of DAF
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Festival Director, and provide firm strategic direction, guidance and support to them

#### **Other duties**

In addition to the above duties, each Board member is expected to use their skills, knowledge and experience to help the Board reach sound decisions on key matters. This may involve:

- Scrutinizing Board papers
- Leading Board discussions on key topics

- Bringing to bear their own business, financial, legal or other professional experience to help the Board resolve key issues, and keep up to date and comply with Charity or other key developments
- Providing guidance on new initiatives, or sourcing that from others via their personal networks

### **Benefits of being a Board Member**

Board members are governed by Charity Law. This forbids any financial reward for services as a Board Member (Trustee) of the charity. However, there are several benefits of being a Board Member of DAF, some of which are as follows:

- Board Members may find that making a contribution to the development and governance of the organization is a rewarding experience in itself
- Meeting local, national and international artists, local organizers, businesses, schools, and other sponsors and stakeholders involved with the programme
- Meeting members of the DAF audience, and local community networks and individuals
- Attending DAF performances, exhibitions, events and film screenings
- Gaining a better understanding and insight into the challenges facing community arts organizations and how to overcome those

### **Festival Director and Festival Delivery Team**

The Festival Director is responsible for the planning and delivery of the festival programme and all artistic and programming decision making. They are also expected to oversee and coordinate the day to day operations and activities of the DAF Festival Team and wider festival team of volunteers.

The role of festival Director is a paid role, and that of the Festival Assistant, Festival Volunteer Coordinator and Marketing Assistant also receive some remuneration.