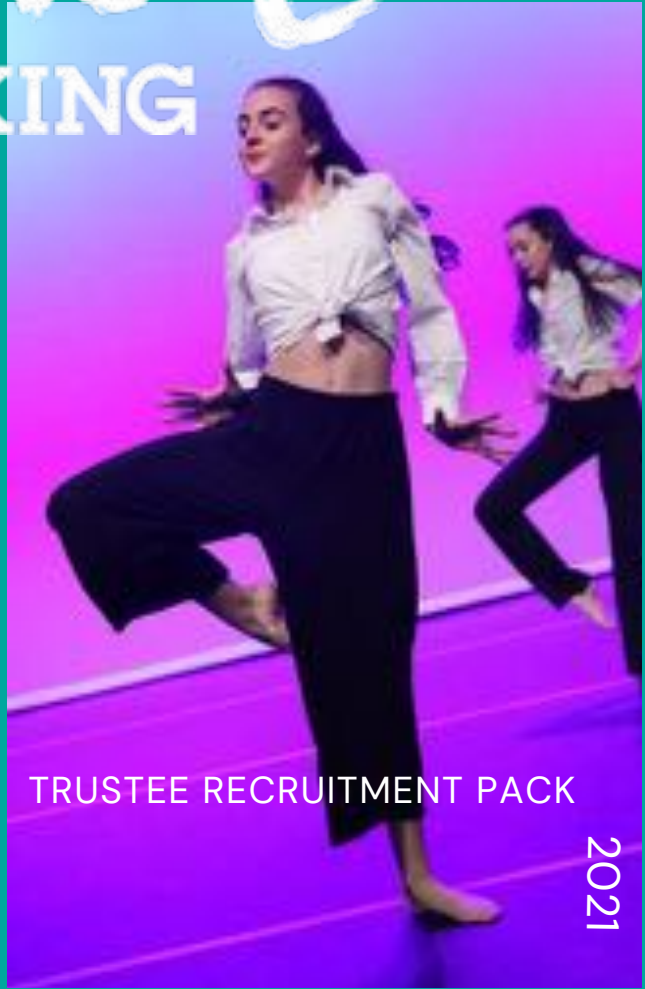


DANCE

WOKING



TRUSTEE RECRUITMENT PACK

2021

Table of Contents

02

Contents

03

Trustee
Recruitment
Pack 2021

04

Trustee Role

05

Trustee
Specification

05

How to Apply

06

Who Are We?

07

Seven Principles
of Public Life

DANCE
WOKING

25 YEARS OF DANCE WOKING
STEPPING INTO THE FUTURE



Trustee Recruitment Pack 2021

Dance Woking is seeking new Trustees to join its Board
Interested in a new opportunity to lead and influence a dance charity?

It's an exciting time for Dance Woking as we develop and create a new strategic direction and we are looking for new trustees to support and challenge the organisation.

We are seeking candidates with experience in health, financial management, business and commercial, IT, legal and HR and particularly welcome candidates from a range of backgrounds to help to progress our aim to become a fully inclusive and diverse organisation.

Board members will be asked to serve on the board of Trustees of Dance Woking for a minimum term of 3 years where possible.

Dance Woking, is looking for committed individuals who can bring their expertise to this vibrant and versatile dance development organisation.

The Trustee role requires you to attend four board meetings per year, provide strategic support and enthusiastic advocacy.

Meetings usually take place early evening and are currently online. Board members will be expected to offer time and expertise outside of board meetings as relevant to their area of specialism.

Trustee/director roles are not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed.



Trustee Role

Role

Dance Woking (DW) board members are expected to provide leadership, strategy and direction to the charity and embrace its vision, values and culture.

The statutory duties are:

- To ensure that DW complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- To ensure that DW pursues its objects as defined in its governing document and meets its charitable public benefit obligations
- To ensure DW uses its resources exclusively in pursuance of its charitable objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to DW, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of DW
- To ensure the effective and efficient administration of DW
- To ensure the financial stability of DW
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the CEO/Artistic Director and monitor his/her performance with the Chair acting as line-manager
- To define DW employment policies and practices

Other duties include:

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

- Approval of artistic programming against policy, priorities and financial projections
- Regular attendance at DW events
- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Acting as an enthusiastic champion for the work of DW
- Other issues in which the trustee has special expertise
- Being able to review your projects against your mission and goals
- Improving and implementing changes depending on the results of the report
- Building trust with funders, supporters, and beneficiaries
- Cultivating a culture of learning among similar organisations
- Celebrating the achievements of staff and volunteers

Trustee Specification

Person Specification

- Commitment to and enthusiasm for the work of Dance Woking (DW)
- Willingness to devote the necessary time and effort to carry out the duties of a board member
- A commitment to being well-informed about the work of DW and the context within which it works (this could cover arts/dance knowledge but also the application of local knowledge)
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind whilst being tolerant of other views
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team and accept majority decision-making procedures
- Preparedness to offer personal and business skills and experience to support the work of the staff when required
- Understanding of and a willingness to work within the seven principles of public life (Lord Nolan): selflessness, integrity, objectivity, accountability, openness, honesty and leadership (see extract attached)
- A commitment to equal opportunities

How to Apply

**If you would like to be considered as a board member, please submit:
Your CV and a covering letter explaining your interest in the role, the area(s) of specialism you could bring to the board, and examples of how you meet the requirements of the person specification
Two referees with a personal knowledge of your achievements**

Please email or post your application to:
Sam McCaffrey
sam@dancewoking.com

Who are we?

1

About Dance Woking

Dance Woking is an innovative dance organisation which provides high quality opportunities to watch, perform and take part in dance, providing new experiences that we hope inspire artists, audiences, participants and communities. We champion and celebrate dance as a socially and culturally relevant force through an annual programme of events that resonate with our audiences.

3

Our mission:

To encourage, empower and inspire all to participate in creative experiences to transform communities through dance.

Creating a good impact report means being transparent with your audience. Dance Woking aims to be an outstanding contributor to the arts, culture and sport in Woking and the South East of England, with a regional and national reputation in its support and development of dance. Back up your claims with relevant data. Keep your audience engaged. Engage your mission, your work, and your audience, and communicating that clearly with the rest of the world.

2

Our Vision

A thriving community enriching lives through dance

4

Dance Woking Philosophy

We believe the arts touch every aspect of our lives; they offer people a means of expression; promote creativity, knowledge and understanding and stimulate ideas and imagination.

We strive to offer opportunities for people in Woking, Surrey and beyond to experience fantastic dance in Woking.

We want our work to provide enjoyment, surprise, and revelation. Our work can be fun and frivolous, or, offer insight into the human condition and the world in which we live.

Dance can be participatory, social or performed for an audience.

Dance expresses ideas and emotions and can be pursued in linear or abstract forms. Dance has a powerful effect on people's lives – the physical, emotional, mental and social benefits of dance are proven. Dance can help people to lead healthier lifestyles.

The Committee on Standards in Public Life

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

These principles apply to all aspects of public life. The Committee has set them out here for the benefit of all who serve the public in any way.

Dance Woking is a registered company limited by guarantee in England and Wales.

- Registered Company No: 2963208 | Registered Charity No: 1042690



We will be accepting applications on an ongoing basis until 30 June e: sam@dancewoking.com

