



Trustee Roles and Responsibilities

Requirements of a Board of Trustees: The Board must consist of suitably qualified trustees to oversee the mission of the organisation and provide governance oversight. It must be independent of the executive and capable of taking responsibility for a well-run organisation.

Outlined below are the key roles and responsibilities required of trustees.

- To attend 4 trustee meetings and the AGM in October of each
- To actively participate in board meetings and read all meeting documents in advance
- Adhere to a code of good practice as laid out in Charity Governance Code
- To be well-informed and abreast of all company's activities
- To see all the work created by the company
- To provide leadership, support and encouragement
- To actively contribute to the board of trustees utilising their specialist skills and knowledge
- To attend VIP events as and when they are scheduled
- To represent the company at events and act as ambassador and advocate for the company
- To champion the company particularly in the key policy areas such as EDI, fundraising and sustainability
- To take on lead roles when required in the policy areas of EDI, Sustainability, Data collection and evaluation, Safeguarding and Mental Health & Well Being
- To attend relevant governance related training when required
- Recruit and line manage the Artistic Director including carrying out an annual work review that is recorded and monitored
- Approve annual budgets and monitor financial performance
- Agree vision and strategy and approve the artistic plans and programmes of work
- To be involved in key stakeholder relationships and in the setting and monitoring of performance targets for Arts Council England 2023-26 Investment Programme.
- Ensure the executive officers are being held to account for progress against Arts Council England and Leeds City Council targets and success measures agreed as part of the

funding agreements, and that Arts Council England/ Leeds City Council receive regular reports on that progress

- To be willing to meet and communicate directly with Arts Council England and key stakeholders independent of the executive if required
- To be familiar with the Board's Terms of Reference, agreeing the respective roles and responsibilities of the board and the executive
- To adhere to our Conflict-of-Interest Policy
- To approve and review all policies and procedures.
- Ensure compliance with the law, including health & safety, charity commission and risk assessment register
- Ensure the charitable objectives are fulfilled
- To be aware of the political and arts funding landscape
- To be familiar with the company's areas of operation – locally, nationally and internationally