



Art in the Park (Sheffield), Crookesmoor Training Centre, 145 Crookesmoor Rd, Sheffield S6 3FP
tel: 0114 2686813 email: admin@artinthepark.org.uk web: www.artinthepark.org.uk

Board Member for Art in the Park (Sheffield)

Dear Applicant,

Thank you for expressing an interest in getting involved with Art in the Park. This application pack contains the job descriptions for the roles available, details of how to apply and how to find out more about Art in the Park and its Board.

Art in the Park is about to embark on its next five year plan. We need people who are enthusiastic, have a vision for and share a passion about environmental arts to develop our next business plan, which will come into effect in June 2011. Being a Board member at Art in the Park involves working as a team to set the strategic direction for the organisation. You will be involved in a wide range of activities including setting the vision, supporting fundraising, approving policy, complying with legal regulations, monitoring finances, setting artistic direction & supporting staff.

We are looking to recruit up to 5 new Board Members, with a range of skills and experience to support our work and to help strengthen our strategic management of Art in the Park. Of particular interest are candidates with experience of working as a professional artist, in HR, in finance, experience of the Chair role or as a Company Secretary. Becoming a Board Member is a great way to develop your CV, get involved in your local community and meet new people, as well as being vital to the running of Art in the Park, so we hope that you will get as much out of being involved as we do. With the current board we have quarterly meetings of two hours; there may be some additional work depending on your role within the board. We understand people have other commitments, jobs and lives to lead and therefore we operate in a flexible and honest environment.

If you would like to find out more about AITP what being a Board Member for AITP entails to help you decide whether this is the right opportunity for you, you can:

1. Find out about Art in the Park and what we do at: www.artinthepark.org.uk
2. Get in touch with one of our current Trustees for an informal chat about the role:
Becky Morris-Knight, Tel: 07989 594008, or email rebeccajmorris@hotmail.com
3. Come along to one of our events to see our work in action and met some of staff, artists and volunteers.
A full list of upcoming events is attached.

We thank you for your interest and look forward to hearing from you.

Dan Heller

Vice-Chair

(On behalf of the Art in the Park trustees)

Art in the Park (Sheffield) is a limited company registered in England (5803846) and a registered charity (1116631).



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How to Apply

- ❑ **Find out about what we do and how we work by checking out our website, speaking to an existing Board member or attending an Art in the Park event**
- ❑ **Send us a copy of your CV, along with a covering letter explaining why you would like to join our board, which post you are applying for (if applicable) and why you think you are suitable. A completed equal opportunities form is optional.**
- ❑ **Come and meet us for an informal interview so we can find out more about you and answer any queries you have about Art in the Park and being a trustee.**

It may be that you have experience for more than one role, or that your experience doesn't fit either specific role, but could still be of benefit to Art in the Park. If this is the case, then we would still love to hear from you. Simply send in your CV and covering letter explaining why you think you are suitable for the role(s), or for a general Board Member position.

Your covering letter should refer to how your skills and experience will help you to carry out the main responsibilities of the role you are interested in, using examples to demonstrate this. It should also tell us why you are interested in Art in the Park and/or community based environmental arts.

Art in the Park is committed to equal opportunities and diversity. Included in this pack is an equal opportunities form. Completion of this form is optional, but if you do fill this in and return it to us it will be used for monitoring purposes only. It will not be compiled with your CV and covering letter.

If we're all happy that this is the right role for you, we would like you to start soon after this date.

Please note that the nature of this role requires Criminal Record Bureau (CRB) checks to be carried out on the post holder. The offer to join our board will be dependent on the satisfactory result of the CRB check to be carried out after the informal interview.

Where to send your CV and covering letter

You can return your CV and covering letter to us electronically. Please email luisa@artinthepark.org.uk and mark the subject line of your email as "Confidential: Board Member Application"

If you'd prefer to post it to us, please mark your envelope as "Confidential" and return your CV and covering letter to: Art in the Park (Sheffield), Crookesmoor Training Centre, 145 Crookesmoor Road, Sheffield S6 3FP



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Board Member Job Descriptions

General Board Member Role

Location: Home, Art in the Park office, other sites

Hours of work: Various, but to include quarterly meetings of two hours and some additional work in the interim.

Purpose of the post: As a member of the Board of Trustees of Art in the Park (Sheffield) you will contribute to strategic decisions regarding the organisation. You will also have the opportunity to be involved in a range of tasks such as projects, staff or artist recruitment, or sub-committees (such as HR etc) as these arise.

Main duties and responsibilities:

1. To take responsibility for the work of Art in the Park (AITP) as a Trustee.
2. Working within AITP's policies and procedures and supporting their development as required.
3. Undergoing training as necessary to carry out the role duties and responsibilities
4. To contribute fully to strategic decision making.
5. Supporting the monitoring, evaluation and strategic development of AITP
6. To keep in regular contact with AITP by telephone, in person, by post, and preferably by email.
7. To actively promote the work of AITP.

In addition any other duties as are delegated to you in negotiation with other board members.

Some Board Member roles consist of additional specific duties and responsibilities to the General Board Member role. These are outlined below:

Chair

Purpose of the post: As a member of the Board of Trustees of Art in the Park (Sheffield) you will lead the Board of Trustees and have overall responsibility for the agenda and chairing of all meetings.

Main duties and responsibilities:

1. Convening and chairing board meetings,
2. Monthly meeting with the senior staff member to set agenda for board meeting and discuss other issues,
3. Delegating the above as needed
4. Line management of Project Manger



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Cultural Champion Board Member Role

Purpose of the post: As a member of the Board of Trustees of Art in the Park (Sheffield) you will oversee the development and maintenance of links with the city's artistic community and arts & cultural organisations. You will also work with staff and the Board of Trustees to help set and maintain high artistic standards for AITP.

Main duties and responsibilities:

1. To work with the workers and rest of the Board of Trustees, to make sure that AITP continues to set and meets high artistic standards.
2. To develop and maintain cultural networks for AITP in Sheffield & surrounding areas.
3. Support the workers in the recruitment, induction and ongoing support of artists where necessary.

Human Resources Board Member Role

Purpose of the post: As a member of the Board of Trustees of Art in the Park (Sheffield) the HR board member will oversee the employment, recruitment and support of all staff and Trustees, with support from the Chair.

Main duties and responsibilities:

1. Responsibility for convening and developing the HR sub committee
2. Writing and negotiating employee contracts
3. Ensuring Art in the Park (Sheffield) is up to date with relevant legal employment requirements
4. Leading on recruitment, induction and ongoing support of staff and directors where needed

Finance (Treasurer) Board Member Role

Purpose of the post: As a member of the Board of Trustees of Art in the Park (Sheffield) the HR board member will oversee the financial management of AITP, with support from the staff and other Board Members.

Main duties and responsibilities:

1. Overseeing budgets, accounts and financial statements, liaising with staff and other Board Members as necessary. Ensuring that appropriate procedures and controls are in place for good financial management.
2. Keeping oversight that the financial resources of Art in the Park (AITP) are sufficient to meet its present and future needs.
3. Preparing and presenting financial reports to the board on a monthly basis.
4. Overseeing AITP's compliance with relevant financial legislation and keeping the board informed of its financial duties & responsibilities.
5. Working with staff to ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented before the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies (e.g. The Charity Commission and the Companies House).
6. Contributing to the fundraising strategy of AITP.
7. Supporting staff in the day to day management of the finances of AITP.
8. Making a formal presentation of the accounts at the annual general meeting and drawing attention to



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important points in a coherent and easily understandable way.

Vice Chair & Company Secretary Board Member Role

Purpose of the post: As a member of the Board of Trustees of Art in the Park (Sheffield) the Vice Chair & Company Secretary board member will oversee the compliance with standard financial and legal practice at AITP, with support from the staff and other Board Members.

Main duties and responsibilities:

1. Deputising for the Chair.
2. Liaising with payroll department at VAS to ensure that AITP staff are paid correctly and on time. Ensuring that appropriate procedures and controls are in place for payroll.
3. Working with AITP staff to complete and sending the annual report to the Charity Commission, Companies House and HM Revenue and Customs.
4. Ensuring the AITP and the Board is kept informed on updates to Charity Commission and Companies House and is compliant with legislation, regulation and good practice.
5. Working with the Board to develop and oversee the systems and policies that ensure the company complies with all applicable policies, as well as its legal and statutory requirements.
6. Contributing to meeting discussions and advising members of the legal, governance, accounting and tax implications of proposed policies.
7. Maintaining the email discussion list.
8. Maintaining the registers of members and trustees.
9. Overseeing the health and safety of employees and managing matters related to insurance and property.