



SPAEDA is seeking to appoint eight new Trustees to its Board to fill recently vacated positions.

It is inviting applications from individuals of all backgrounds and ages with a clear commitment to education and the arts and a strong interest in how these two areas come together to provide exceptional opportunities for the development and well-being of children and young people.

Overall aptitudes, skills and experience

Essential:

A commitment to SPAEDA's vision and empathy with its objectives.

An ability to think strategically, focusing on major issues.

A willingness to devote the time and effort, including attending trustee meetings and occasional events.

Desirable:

Experience of working in any of the following areas:

- Financial management
- Fundraising, including sponsorship and philanthropy
- Marketing, PR and communications
- Human resources and staff welfare
- Digital media and communication
- Legal affairs and charity and company governance

A track record of working in a team in a work or voluntary setting.

Well-developed and effective networking skills in a range of contexts and situations.

Well-established and current professional networks that bring positive benefit to SPAEDA.

Highly effective inter-personal, communication and advocacy skills.

A readiness and ability to take on and deliver agreed projects and areas of activity as agreed by the Board and set out in its Strategic Plan.

Knowledge of the education or the arts sectors is an advantage, but not essential.

Person specification for particular roles

Honorary Treasurer

The Honorary Treasurer has particular responsibility for the financial strategy and financial management of SPAEDA. In addition to the common duties and responsibilities of a Trustee, the responsibilities are to:

Ensure the effective and efficient financial management of the Organisation.

Working with the Honorary Secretary, ensure that the Organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulation in respect of financial matters.

Ensure that the Organisation applies its resources exclusively in pursuance of its charitable objectives.

Work with SPAEDA staff to provide the Board of Trustees' meetings with relevant up-to-date financial information.

Ensure the proper investment of the charity's funds.

Honorary Secretary

The Honorary Secretary has particular responsibility for the governance of SPAEDA. In addition to the common duties and responsibilities of a Trustee, the responsibilities are to:

Facilitate the proper and effective functioning of the Board.

Ensure Board and statutory procedures are followed.

Work with SPAEDA staff to ensure all meetings of the Board are arranged and managed effectively, with clear minutes and recording of decisions, and that these are effectively followed up and delivered.

Ensure that SPAEDA complies with its governing document, charity law, company law, and any other relevant legislation or regulation, working with the Treasurer of SPAEDA in respect of financial matters.

Eligibility

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously have been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the *Company Director's Disqualification Act 1986*, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

Time Commitment

The Board meets quarterly, generally at its offices at Hestercombe House, Taunton. Trustees are also required to attend an annual Away Day/AGM and occasional training events. Specific roles on the Board (eg Chair, Treasurer and Secretary) will need to meet with SPAEDA's artistic director in between Board meetings.

It is essential that Trustees regularly attend meetings in order that they are well informed and can contribute effectively to decision making.

Trustees are asked to commit to a 3-year term on the Board, with the option of serving for a further 2 three-year terms.

January 2018