



Background

SPAEDA is an arts education charity operating in Somerset, with over 15 years' experience of providing training, advice, advocacy, resources and research in arts education. We have an embedded understanding of the arts and in-depth knowledge of schools and education and deliver artist led projects responding to schools' needs.

The charity is a company limited by guarantee and its objects as set out in the Memorandum and Articles of Association are to advance education for all people. In particular, by enhancing and enriching education through the arts and by creating opportunities for experience and participation in arts of high quality in partnership with schools, colleges, universities and other centres of learning. The charities aims are:

- a) To create more opportunities for children and young people to get involved in high quality arts activities.
- b) To provide a web of information and support for the arts and education sectors
- c) To advocate for best practice in arts education, placing the arts and creativity central to children and young people's development.

The role of Trustees

The Trustees, who are also directors of the company, have overall responsibility for the Organisation and act as its governing body. Trustees are legally responsible for directing the affairs of the Trust, ensuring it is solvent, well run, and delivering its charitable objectives.

Trustees are not paid, but reasonable expenses can be reimbursed. Being a Trustee will provide a challenging, rewarding and enjoyable opportunity to get involved and have an important role in shaping the future of SPAEDA and the provision of arts education in Somerset.

All Trustees are collectively responsible for the decisions and management of the Trust. The role of the trustees is to:

Take ultimate responsibility for directing the affairs of the Trust, and to do so with innovation, creativity, ambition and appropriate challenge.

Ensure the Trust has a clear vision, mission and strategic direction and is focused on achieving these as the Trust develops.

Act reasonably and prudently in the best interests of the Trust, never in pursuit of personal interests or the interests of another organization, meeting the legal obligations common to all

Trustees.

Act as guardians of the assets owned and managed by the Trust, both tangible and intangible, taking due care over their security, deployment and proper application.

Principal Tasks and Duties

Accountability, Legal and Financial Duties

Report on the Organisation's activities, including the achievement of 'public benefit' as a registered charity.

Observe the requirements of the Organisation's Memorandum and Articles, charity and other regulatory requirements.

Ensure financial stability, including approval of the annual budget and deciding on major resource issues.

Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance, in line with the Organisation's Finance Policy.

Policy and Planning

Set the overall strategic direction, developing policy, defining objectives, setting targets and evaluating performance.

Approve the Strategic Plan and ensure sustainability of operations.

Ensure that all risks associated with the Organisation's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.

Provide guidance on new initiatives.

Advocacy

Safeguard the good name and values of the organisation.

Promote SPAEDA, its activities and its needs to the public, private and education sectors so as to enhance the Organisation's profile and assist with its fundraising activities.

Act as an enthusiastic and well-informed ambassador for SPAEDA and for arts education at all times.

Employment and Human Resources Duties

Oversee the recruitment and management of staff taking all reasonable steps to ensure the

health, safety and wellbeing of staff members.

Ensure the safe and efficient use of premises for staff, contractors and the public, in-line with its Health & Safety Policy.

Ensure the application of the Organisation's Equalities Policy at all times in respect of staff recruitment, access to services offered, events and governance.

Ensure the application of the Organisation's Safeguarding Policy at all times.

Sub-Committees and Working Groups

Trustees may be expected to take part in sub-committees and working groups to deliver specific functions in greater detail and particular time-bound tasks.

For more details of the specific legal obligations of Trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).

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