



CREU  
CYMRU

*Trustee Recruitment Pack*



# ABOUT US

Creu Cymru champions the performing arts in Wales. Our membership is open to all of the nation's professionally run theatres and arts centres and producing companies and individuals, at a diverse range of scales.

Creu Cymru is, first and foremost, a collaborative network; we share information, expertise, research, touring, advocacy... and above all, a will to develop programmes and audiences. We work together to support an ever more resilient resource at the heart of communities across Wales.

## **Our Focus is on:**

- Equalities, diversity and inclusion
- Advocacy, research, and impact
- Workforce development, fair-work and wellbeing
- Audience development and community connection
- Showcasing and celebrating
- Environment and sustainability

## *our mission & vision*

### **Mission**

To strengthen the performing arts in Wales.

### **Vision**

To be a vibrant and leading network of performing arts professionals from across Wales. This network will further develop and promote the value and recognition of the importance of the arts to communities by connecting people, championing of ideas, the growth of leadership and by developing a diverse and engaged membership.



Creu Cymru is looking for a diverse group of people to join us who can help guide and support our team as we review our membership structure and open membership to Companies and individuals.

Over the last two years Creu Cymru has been going through a redevelopment process which has resulted in a review of our programme and management. We are now looking to expand our membership remit to include producing companies, to bring the performing arts sector together to speak with a collective voice, to share resources and expertise, and to promote collaborative working.

The creation of this unified ecosystem through an expanded membership hopes to ensure cross-sector representation, new collaborations, aligning of interests, and new partnerships, all things that feel more important than ever in Wales following the last 12 months.

By setting off on this new structure we need to make sure that the board is representative of the new organisation and its membership remit so to include venues, companies and individuals.

We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds from across Wales to apply as we are keen for the Board and our work to be informed by, and representative of the diverse communities we serve.

# TRUSTEE INFORMATION

Creu Cymru will seek to ensure that no one receives less favourable treatment because of having a protected characteristic as defined in the equalities Act 2010. We particularly encourage applications from Welsh speakers and from people who have lived experience of discrimination due to race, gender identity, sexual orientation, marital status, religion, nationality, ethnic origin, disability or age. We are dedicated to meeting access requirements; just let us know what you need.

## **Key skills we are looking to recruit include (but are not limited to:**

- Expertise and knowledge within the arts and cultural sector in Wales.
- Expertise and knowledge of financial management.
- Expertise and knowledge of equality and diversity.

Previous Board experience is not essential. For any successful applicant new to being a trustee, there would be mentoring and training available.

**To apply** please complete the Equal Opportunities Monitoring Form and send along with CV and covering letter outlining why you would like to be a Trustee and the skills you can bring to the role to [yvonne@creucymru.com](mailto:yvonne@creucymru.com)

If you would like to talk about this opportunity in more detail, please contact Yvonne who will arrange a time for you to speak to a member of the board or Louise Miles-Payne, Director



# TRUSTEE JOB DESCRIPTION

## *Key Responsibilities*

- Play a key role in the development of the Creu Cymru vision for the future, contributing to its strategic leadership, sound management and proactive development.
- Act as a positive and enthusiastic ambassador for the organisation, advocating on its behalf, and representing its mission.
- Proactively support the approach to Equality, Diversity and Inclusion.
- Support fundraising efforts and build networks on behalf of Creu Cymru.
- Support and in some cases lead relationships with key stakeholders and partners.

## *Personal Specification*

The successful candidate will be a dynamic advocate for Creu Cymru and will bring all or most of the following:

- A knowledge of and passion for the performing arts
- A demonstrable commitment to equality, diversity and inclusivity
- The ability to be an effective communicator and ambassador
- A willingness to build the profile of Creu Cymru
- Well-networked and willing to use professional and personal contacts for the benefit of Creu Cymru

## *Overall responsibility*

- To be responsible for the efficient and effective management of Creu Cymru, in accordance with the requirements of the law.
- To uphold the values and objectives of Creu Cymru.
- To serve the interests of Creu Cymru, its stakeholders and clients.
- To use and provide independent judgement for the benefit of Creu Cymru.

# SPECIFIC DUTIES AND OBLIGATIONS

## **Acting as a guardian of the organisation**

- Having awareness of and supporting the aims, values, and objectives of Creu Cymru.
- Ensuring Creu Cymru conforms to and abides by its obligations in law.
- Taking timely decisions in the interests of the organisation in conformance with its standing orders and financial regulations.
- Ensuring that the organisation acts with propriety and according to the standards expected by its members, stakeholders and funders.
- Understanding and supporting the organisation's legal responsibilities and internal policy regarding Equality, Diversity and Inclusivity, and Bilingualism.
- Providing support and a sounding board for the staff.

## **Policy and Strategy**

- Contributing to the development of policy and business strategy of the organisation.
- Setting the Board's objectives and procedures for monitoring progress.

## **Organisational accountability**

- Ensuring conformance with the Memorandum and Articles of Association.
- Implementing financial control and the most efficient use of resources.
- Addressing, respecting and enacting the views and requirements of the stakeholders.
- Abiding by the policies of the organisation.
- Treating all matters of Board proceedings, business and decisions as confidential unless otherwise permitted by Board decision.
- Declaring any conflicts of personal interest where material to Board business.



# SPECIFIC DUTIES AND OBLIGATIONS

## **Monitoring, supervising and controlling**

- Establishing and overseeing a framework for delegation, authority and control.
- Agreeing policies and making decisions on all matters that involve financial risk or which affect matters of principle.
- Monitoring the performance of the organisation in relation to its plans, financial controls and decisions.
- Assessing performance, re-evaluating strategies, determining priorities and applying corrective action.

## **External role**

- Representing Creu Cymru and acting as Ambassador promoting its aims, objectives and policies.
- Proactively promoting and publicising the success and achievements of Creu Cymru.
- Attending events as required.





# BOARD/STAFF RECIPROCAL AGREEMENT

## Commitment of Trustees:

Directors should:

- Act solely in the interests of Creu Cymru.
- Declare all actual or potential conflicts of interest.
- Respect the collective authority of the Board of Trustees and not to act unilaterally.
- Respect confidentiality.
- Make available the necessary time.
- Use skills and experience for the benefit of the company.
- Attend Board meetings regularly.
- Support the Director and management of the company.
- Where appropriate challenge management, but always to do so constructively and acting solely in the best interest of the company.
- Work in partnership with staff to achieve the mission of Creu Cymru. Understanding and respecting the different but complementary roles of Trustees and staff.
- Regularly and collectively reflect on how the Board of Trustees fulfils its responsibilities and governs the company.





# BOARD/STAFF RECIPROCAL AGREEMENT

## **Commitment of the Staff Team**

The Staff will:

- Provide the Board of Trustees with timely, high quality information in order to allow it to make informed decisions.
- Provide the Board of Trustees with timely advice ensuring that external professional advisors are available as and when needed.
- Keep the Board of Trustees informed of challenges on the horizon and changes in the external environment that may impact on the company.
- Work in partnership with the Board of Trustees to ensure it fulfils all its moral, statutory and legal responsibilities.
- Invest time and other resources to help develop good governance.
- Ensure that a Creu Cymru Director / Staff handbook is available and regularly updated.
- Work in partnership with relevant committees to ensure that new Trustees receive induction and support, and that all briefings, training and relevant publications are available to all Trustees.
- Provide the honorary officers and Trustees with the necessary administrative and other support they need to govern well.

# TRUSTEE AGREEMENT

## **You have a right as a Trustee to:**

- Have equal status and voting rights with all the other Trustees
- Receive training which relates to any area of the Board's work.

## **Your individual responsibilities are to:**

- Attend Board meetings regularly. If you are unable to attend you should give your apologies to the Chair.
- Understand and be fully committed to the aims and principles of the organisation.
- Challenge all incidents that contravene the organisation's equal opportunities policy.
- Ensure that the Declaration of Interest register is signed if necessary.
- Where possible take a share of the Board's work by offering to participate in a working group of the Board.
- Support all decisions once they have been agreed by the Board.
- Respect the confidentiality of Board matters and discussions.

## **Your joint responsibilities with the other Trustees are to:**

- Act as employers for the staff of the organisation and accept legal responsibility for them.
- Decide overall policy for the organisation's work within the guidelines laid down by the members.
- Be satisfied that within the constraints of resources, the organisation is meeting its aims.
- Take a long term view of how the work of the organisation should develop.
- Try to ensure that funding for the organisation continues.
- Ensure that all Trustee responsibilities delegated to paid staff and individual members of the organisation are carried out.
- Declare any interests which may result in conflict while serving on the Board.