

NORTH LANDS CREATIVE

BOARD MEMBER APPLICATION PACK



Thank you for taking an interest in joining the board of North Lands Creative. This pack provides you with additional information on the company, and some details that will help you decide if you are eligible to apply.

North Lands Creative is seeking new board members with skills and experience in the areas of arts development and business management to join its existing board team. You will be committed to the principles of good governance and will be enthusiastic about the key aims of the company. You will be able to commit to attending quarterly board meetings as well as board training and development sessions. You will also be expected to attend events at North Lands Creative and to represent the company at external functions.

Examples of the skills areas or constituent group that the board may wish to see represented on the board include:

- Financial/ Accountancy
- Fundraising
- Marketing
- Business
- Venue/ studio management

Application process

North Lands Creative board positions will be considered through an open application process. All interested applicants should provide a CV and the following information in a cover letter:

- Please detail the specific skills and experience you would bring to this post
- Indicate why you are interested in joining the board of North Lands Creative
- Information on any other board memberships, directorships or interests

The above information should be emailed to Karen Phillips, Director at director@northlandscreative.co.uk by **Friday June 29th 2018**.

Candidates will be short listed by the current board members and invited to meet with members of the board and the Director to discuss board membership. The successful candidates will then be invited to join the board and will take up their position at the next full board meeting.

BACKGROUND

General Overview, Vision and Aims

Board Members will serve for a term of three years and be eligible to serve for an additional 3 years as determined by the Company's Articles of Association.

The main object for the Company, as set out in the Memorandum of Association is as follows:

To advance and further the education of the general public in Caithness and in Scotland generally of the artistic value and merits of, the design of, the uses and applications of and the methods and techniques of producing glass in all its forms, including but not restricted to creative glass and to encourage the study and appreciation of creative glass and to encourage and foster research, collaboration and co-operation between those involved in the creative glass industry to enable the general public to attain an appreciation of the artistic merits and applications of glass in all its art forms including but not restricted to creative glass.

Our Mission

To nurture and support excellence and experimentation in the creative use of glass in all forms of art and design by artists, creative industries and our community, inspired by the wild and dramatic landscape of Caithness.

Our Vision

North Lands Creative will strengthen its international standing as one of Europe's principal centres of excellence for nurturing the creative use of glass in all forms of art and design.

We want NLC to be an active creative hub that celebrates glass as a creative material and artform and that creates life-changing experiences that resonate for years to come. We encourage international glass artists to share their skills and knowledge and have first class facilities to make their work. We want artists who have not worked with glass to be excited by its qualities and potential. It is important for NLC to offer learning opportunities for our community, particularly young people, to discover their own creative talents through glassmaking. All of this, we want to do in the context of our

place where the wild, dramatic landscape and heritage is a stimulus to creativity and an inspiration.

NLC has a unique character, rooted in its location and its people, which should be maintained whilst developing the features which attract audiences, from internationally acclaimed artists to local families. The capital developments completed in early 2014 and 2018 have increased and improved facilities for a broader audience, enabling better access for a wider range of people. Through development of our programmes and dialogue with our audiences we will make the best use of all of our spaces and resources to achieve a balance between continued physical expansion and retaining the character of NLC. We will view access in its widest terms from local educational activity to extending our digital audiences.

Aims

- Integrate the principles of sustainable and environmental development into all functions of North Lands Creative;
- Develop the understanding of and the engagement with North Lands Creative;
- Develop North Lands Creative visitor and participant numbers;
- Develop North Lands Creative programme activity, studio provision and services;
- Develop the profile and awareness of North Lands Creative.

Objectives

- Provide an accessible studio for contemporary art, craft, design and education in which the community, artists, designers and creative businesses, their ideas and their work are the focus of activities;
- Broaden the audience for artists, designers and creative businesses and engage people in the ideas, practices and issues effecting creative businesses and their work;
- Promote diversity and equality of opportunity within the creative industries sector;
- Engage people in the creative process of making and supporting people who wish to pursue a career in contemporary glass and the wider creative industries;

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- Contribute to artistic debate and facilitate the making of work that extends and adds to contemporary art practice.

Legal Status

North Lands Creative was incorporated on 4 July 1995 and is a **company limited by guarantee, not having a share capital** and is a **registered charity** no SCO23805. The liability of the members of the company is limited to £5 in the event of the company being wound up. The company is governed by its Memorandum and Articles of Association. Registration no 159007.

BOARD MEMBER ROLE DESCRIPTION

Board Member Responsibilities

The responsibilities of a board member are:

- Know and understand the duties and activities required to fulfil the role including the legal obligations that underpin them.
- Read and understand the Charity's Memorandum and Articles of Association and ensure that you understand the organisations purpose.
- To represent the best interest of the Company at all times. It is important for board members to be aware that once appointed to the Board, your legal obligation will be to act at all times in the best interest of North Lands Creative. By law, you are not at liberty to prefer the agenda of any other body, including that of any external body which may have nominated you to the Board.
- Be available to attend board meetings and other meetings as required (up to a reasonable limit) and willing to furnish an explanation if unable to attend.
- Be interested in the activities and purpose of the charity.
- Actively contribute to the work of the governing body, as an office bearer, for example, or as a member of a subcommittee or working party.
- Prepare for, and participate fully in, meetings, training, planning sessions and reviews including reading in advance any papers issued.
- Give support and help to other directors, and do whatever is possible to manage differences constructively.
- Seek to have constructive, and respectful, communication and coordination with the volunteers and paid staff; and when necessary use the appropriate procedures for managing concerns about performance and for responding to grievances or complaints.
- Act with integrity, avoid conflicts of interest and be worthy of the trust invested in the role.
- Demonstrate high standards of corporate and personal conduct.

Board member Job Description

The duties of a board member are:

- To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its

governing document.

- To ensure the organisation applies its resources exclusively in pursuance of its objectives, ie the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of directors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To represent the company at functions and meetings as appropriate.
- To declare any conflict of interest while carrying out the duties of a board member.
- To be collectively responsible for the actions of the organisation and other board members.
- To ensure the effective and efficient administration of the organisation.
- To abide by the equal opportunities policy.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To make sure the organisation is properly insured against all reasonable liabilities.
- To appoint and support the chief executive and monitor their performance.
- In addition to the above statutory duties of all board members, each board member should use any specific knowledge or experience they have to help the board reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the board member has special expertise.
- To attend meetings, and to read papers in advance of meetings.
- To engage in training and review processes as required.
- To attend sub-committee meetings as appropriate.
- To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- To keep informed about the activities of the organisation and wider issues which affect its work.

Board Member Person Specification

Each board member must have:

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- A willingness to devote the necessary time and effort to their duties as a board member
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team