

Treasurer North Lands Creative

North Lands Creative is **looking for a Treasurer to join its active Board**. We are looking for people who are excited by the opportunity to work with a small and innovative charity and who share our values and enthusiasm to respond to a new era in the creative and community life of contemporary glass and deliver a broad range of high quality creative experiences for local, national and international artists, audiences and participants.

Since its formation in 1995, North Lands Creative has been at the forefront of new developments in glass making and glass-based art and design in Scotland and internationally, encouraging public understanding of and deeper engagement with glass and its value to society.

The scope of our current activities is broad, and includes:

- Providing a studio and workspace for creative practitioners, collaborating groups and visiting international artists.
- Offering research and production-led artist in residencies including reciprocal opportunities for artists between our local, national and international partnerships
- Annual events including forum, exhibitions, and projects that reflect the evolution of the glass medium and its role in the world
- Commissioning and exhibiting the work of new and established artists and cross-disciplinary practice that responds to the evolving nature of the medium
- Establishing and running a creative learning programme, organising talks and events, courses and workshops to support practice, knowledge exchange and appreciation
- Preserving our existing collection and producing new archival materials and establishing a new collection & library space to make them publicly accessible
- Internships, volunteering and skills development opportunities across the range of the organisation's work

2021 will celebrate our 25th anniversary. Our ambition is to create a dynamic new focal point for artists and all those with an interest in and passion for glass. We see this development as the beginning of an exciting and transformational period in our history - and the current pandemic has only strengthened our resolve to develop and deliver an ambitious and impactful programme to the widest possible audience.



In order to complete this work we have been looking to strengthen our Board, and we now wish to appoint a treasurer to help shape and sharpen our financial strategies. We are looking for an individual who can help us deliver a new, long-term strategic vision for the organisation as we seek to develop a business model that restores the organisation to a resilient position, fulfills its potential and enables its free reserves to grow.

The company is run by a small team, headed by Director, Karen Phillips. We work regularly with artists and creative practitioners as well as with a broad range of partner organisations to deliver the full range of our work.

North Lands Creative is a not for profit company limited by guarantee and a registered charity, in receipt of regular funding from Creative Scotland, and project funding from a variety of national and international sources.

For more information about us, our activities, please visit the North Lands Creative website www.northlandscreative.co.uk

Responsibilities of Trustees and the Treasurer

It is the responsibility of all trustees to ensure that the charity is carrying out the purposes for which it is set up. This means that trustees should:

- Ensure that they understand the charity's purpose as set out in its governing document
- Plan what the charity will do, and what they want it to achieve
- Be able to explain how all the charity's activities are intended to further or support its purposes
- Understand how the charity benefits the public by carrying out its purposes
- Make sure that the charity complies with its governing document and charity law requirements

All trustees are expected to act responsibly, reasonably and exercise sound judgment in managing the charity's assets, avoiding risk and reputational damage and ensuring accountability when tasks and decision-making is delegated to staff or volunteers.



The treasurer is a trustee with a specific role on the board. The treasurer is elected or appointed to this role as set out in the charity's governing document. The treasurer can only take on specific duties if they have been authorised to do so by the Board.

Generally, the treasurer helps trustees carry out their financial responsibilities. They might do this by:

- Presenting financial reports to the board in a format that helps the board understand the charity's financial position
- Advising the board on how to carry out its financial responsibilities
- Liaising with the Director and professional advisors
- Overseeing the preparation and scrutiny of annual accounts
- Ensuring that proper accounting records are kept, and financial resources are properly invested and economically spent
- Chairing any finance sub-groups and reporting back to the Board

What qualities are we looking for?

- A strong financial background (preferably an accountancy qualification)
- A commitment to the organisation and its aims, and to our partners and communities we service.
- A willingness to devote the necessary time and effort.
- Good, independent judgment and strategic vision.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

Specific Treasurer responsibilities

- Bring significant professional experience as a qualified accountant and be sympathetic to the operations and working conditions of a small charity
- Oversee and present budgets, accounts and financial statements at Board meetings
- Work with the Board to ensure appropriate financial systems and controls are in place
- Work with auditors to ensure that record keeping and accounts meet the conditions of regulators and funders, comply with relevant legislation and that annual accounts are submitted to the Charity Commission and Companies House
- Support Annual Return, claims for VAT and Gift Aid



- Play a role in signing off project budgets and spending
- Advise on fundraising needs and strategy

Desirable

- Record of supporting a charity/non-profit organisation, demonstrable understanding of the challenges faced by small charities up scaling their work in current climate
- Bringing an established network of contacts who may support our fundraising work
- Have an understanding of the Charity Commission's laws and regulations.

What does the role involve?

Our board of Trustees meets four to six times per year (including an Annual General Meeting), either in Lybster or via video conference. Each meeting is approximately 2 hours. These meetings may require additional time for preparatory reading supporting documents for presentation.

There will also be opportunities to attend a range of events and at other locations linked to our partnership working. You will also be encouraged to spread the word amongst your own networks, to help ensure that our work reaches as far and wide as possible

North Lands Creative is able to cover out-of-pocket expenses for trustees.

Trustees are elected to serve for a three-year period. At every AGM those who have served three years shall retire from office or stand for re- election. Trustees can serve for a maximum of period of two terms (i.e. 6 years).

What difference will you make?

Board members play an important role in ensuring good governance for the organisation, as well as being ambassadors for the work of the organisation and for glass in Scotland and internationally.

North Lands Creative is an established arts organisation, with a strong track record in delivering exciting and engaging programmes in glass and glass-based art and design. We are entering an exciting - and no doubt challenging - period in our history and this is an excellent opportunity to have an influence on shaping the vision and strategy of over the next few years.

We are looking for committed individuals who will be able to contribute to the long-term success of North Lands Creative. We also wish to build a diverse Board of Trustees that reflects the



communities in which it works. Diversity can encompass a wide variety of characteristics including age, gender, ethnicity, disability, sexuality, religion, nationality, experience and skills. We welcome applications from individuals from all backgrounds and would particularly encourage applications from young people, disabled or Black, Asian and Minority Ethnic candidates.

How to apply

Please submit a CV and covering note outlining your interest in the role and any relevant experience you have. Queries about the vacancy and applications should be sent via email to:

Ian Giles, Chair

North Lands Creative, Quatre Bras, Lybster, Caithness, KW3 6BN

Email chair@northlandscreative.co.uk

CLOSING DATE: Friday 29th January 2021

North Lands Creative operates an equal opportunities policy and will appoint solely on the basis of the applicants' ability to do the job in question. North Lands Creative does not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability, nor will such factors play any part in decisions on appointment or selection.