

# **TRUSTEE BOARD MEMBERS**

DESCRIPTION OF THE ROLE AND PERSON  
SPECIFICATION

## Background

Salary: Unpaid. Expenses incurred while travelling to meetings

Hours: Monthly Meetings. Additionally, trustees are required to attend the AGM annually and encouraged to volunteer in an operational capacity in the Theatre.

Location: The Maddermarket Theatre, St John's Alley, Norwich, NR2 1DR

The Maddermarket Theatre is a charitable trust which was established in 1939 to make provisions for and to promote education in the drama and dramatic art; to provide for the production of the plays of Shakespeare, representative plays of other English classical dramatists, meritorious plays of other English dramatists or authors including modern plays, and translations of representative plays of foreign dramatists, ancient or modern.

The Maddermarket Theatre is a vibrant community theatre venue in the heart of Norwich and it hosts both professional touring performers, local professional and local amateur theatre groups as well as producing a number of in-house productions each year.

## Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For The Maddermarket Theatre, the charity trustees are known as the Board of Trustees, which comprises:

- the Chair
- the Treasurer
- up to 10 appointed trustees with responsibilities for different areas
- The board can appoint a Vice Chair from among the trustees

The Board of Trustees is assisted by a Secretary to the Board, who is not an appointed Trustee.

The Trustees of the charity are also de facto Directors of the Limited Company "The Maddermarket Theatre".

## The role of the Board of Trustees

At its simplest, the role of the Board of Trustees is to oversee the operation of the Theatre, its charitable purpose and public benefit. The Board of Trustees must always act in the best interests of Trust, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board of Trustees must act as a group and not as individuals.



## Duties of a Trustee

The duties of a Trustee are to:

- ensure that The Maddermarket Theatre complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that The Maddermarket Theatre pursues its objects as defined in its governing document and its charitable purposes
- ensure The Maddermarket Theatre applies its resources exclusively in pursuance of its objects and charitable purposes
- contribute actively to the Board of Trustees by giving firm strategic direction, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of The Maddermarket Theatre
- ensure the financial stability of The Maddermarket Theatre

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

## Minimum time commitment

Trustees are expected to attend an induction session at The Maddermarket Theatre prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held monthly on a mid-week evening from 6.30pm. The meetings last normally between 2 and 3 hours and are usually conducted in person at The Maddermarket Theatre but there is the option to join the meeting by video link, if required. Papers are distributed one week in advance of meetings.

Trustees will also be asked to join a board sub-committee or take the lead in a particular area. Sub-committees meet as required, in addition to the Board Meetings. Where Trustees are leading projects or sub-committees they may be required to produce written reports to the Board for the monthly meetings.

Trustees are required to attend the annual general meeting (AGM) of The Maddermarket Theatre, which takes place during the evening.

Many Trustees also volunteer at the Theatre in operational roles, including acting, directing, stewarding, box office, duty manager, bar staff, maintenance etc. There are many diverse volunteering opportunities available at the theatre and new trustees are encouraged to be involved.



## Person specification

Each trustee must have:

- a commitment to the purpose and values of The Maddermarket Theatre (although specific experience in theatres or the arts is not required)
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- 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 and to take decisions for the good of The Maddermarket Theatre.

The Board of Trustees collectively needs skills and experience in the following areas:

- financial management and internal audit
- fundraising, income generation and enterprise
- the voluntary sector, volunteering management and brokerage
- collaborative partnerships, developing strategic partners
- human resource management
- charitable trust and statutory legal responsibilities and guidelines
- heritage building management, building project management and maintenance
- assets and equipment life-cycle management

We are specifically looking to recruit trustees with skills in the legal profession, building project management (preferably with an interest in heritage buildings) and fund-raising and grant applications. However, we welcome applications from all interested parties.

We welcome applications from potential trustees from all backgrounds and do not discriminate on the basis of age, disability, LGBT or relationship status, pregnancy and maternity, race, religion and belief, sex or social class. We particularly welcome applications from potential trustees who are from ethnically or culturally diverse backgrounds and potential trustees who are at the beginning of their professional careers.

