



Engage Chair of Trustees

Engage, the National Association for Gallery Education, is seeking to appoint a new Chair of Trustees to take over from Shân Maclennan who stepped down in May having served as Chair since 2018.

Engage are committed to equality and diversity in employment, and all aspects of their programmes and operations. Please contact info@engage.org if you would like this information in a different format.

About Engage

Engage, the National Association for Gallery Education is the lead body for visual arts engagement represents visual arts education professionals throughout the UK and in over 20 countries worldwide.

A registered charity and a company limited by guarantee, Engage is an Arts Council England National Portfolio Organisation and receives funding from Creative Scotland, the Arts Council of Wales and from a number of trusts and foundations.

This is a pivotal time for Engage as we set out a new strategic direction, having completed an organisational restructure in order to provide more flexibility within the core staff to respond to the fast changing environment for our members, as well as financial stability. We seek a chair who will ensure that a new strategic plan is realised in alignment with Arts Council England 'Lets Create'.

The Chair will act as an ambassador for Engage, developing relationships with key stakeholders, provide leadership to Engage and its Board; oversee the forward strategy ensuring maximum impact for members and the sector, and will operate within our charitable objectives. The Chair will support Engage to develop-a fundraising strategy to create new revenue streams in order to become less dependent on support currently received from Arts Council England, Creative Scotland, Arts Council of Wales and from trusts and foundations.

The Chair will have experience as a charity trustee, working in small organisations, have credibility with decision makers and will bring their networks to Engage.

Role of the Chair

The new Chair will join a committed Board of Trustees that seeks to support the Director, staff team and members in developing the organisation.

See **Appendix 1** for further information on the role and responsibilities of the Board.
The role of the Chair is to:

- Lead the board of trustees in setting the strategic direction of Engage within its charitable objects and ensuring that it fulfils its responsibilities for the governance of Engage
- Work with the Director and the wider Board to develop and deliver the Trust's strategic direction and goals and its operating plan
- Act as an ambassador and spokesperson for Engage and assist in developing relationships with key stakeholders
- Optimise the relationship between trustees and staff
- While it is an NPO of Arts Council England ensure that Engage's vision is consistent with its Let's Create investment principles
- That Engage has an active and effective fundraising strategy and effective plans to increase membership fees and other new income streams
- Line managing and supporting the Director whose responsibility is to carry out the day-to-day management of Engage's affairs and hold regular reviews of performance and the annual appraisal to ensure that the Director is fulfilling their own responsibilities

Good Governance

Engage's Chair promotes good governance by ensuring that the Board of Trustees effectively performs its principal tasks of:

- Ensuring that proper financial, administrative and legal arrangements are in place
- Commenting on/approving policy matters, Engage's three-year plan, and the content of its annual report
- Ensure that the board of trustees is effectively fulfilling its remit and responsibilities
- Ensure that Engage continues to innovate, push boundaries and challenge the status quo

Other Duties / Responsibilities

- Represent the Charity along with the Director in its relations with its key stakeholders
- Chair the meetings of the Board of Trustees and of the Annual General Meeting
- Play an active role in the appointment of Trustees so as to ensure the balance of skills and experience necessary for the Trustees to operate effectively and that it is reflective of the Global Majority
- Attending meetings of Board sub-committees as required e.g. the Nominations Committee
- Giving direction to Board policymaking
- Ensuring decisions taken at Board meetings are implemented
- Attending occasional external meetings at the request of the Director
- Attending the annual conference and other events as appropriate
- Acting as a spokesperson for Engage as appropriate
- Bringing impartiality and objectivity to decision-making

- Liaising with the Director to keep an overview of the organisation's affairs and to provide support as appropriate
 - Sitting on appointment and disciplinary panels
 - Liaising with the Director to develop the Board
 - Facilitating change; addressing any conflict within the Board and within the organisation; liaising with the Director to achieve this
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Person Specification

We are looking for someone with passion for the visual arts and education.

The ideal candidate will have:

Experience

- Leadership experience, including line management of a senior executive
- Experience of working collaboratively
- Experience of being a charity trustee
- Experience of working with small organisations
- Significant presence with personal stature and networks that will enhance Engage's standing
- Credibility with high level decision makers and those with influence in the visual arts

Skills and knowledge

- Clear knowledge and understanding of issues affecting arts organisations and specifically visual arts and heritage and education
- Clear understanding and experience of governance of a charity
- An understanding of and commitment to the need for promoting cultural diversity and inclusion in the leadership and delivery of Engage's work
- Good communication and chairing skills
- A sound understanding of financial management
- An appreciation of the need for Engage to diversify its income and a willingness to support the organisation's fundraising strategy
- Time to commit to the role and the organisation, both for internal meetings, and in acting as an ambassador and advocate
- Understanding of and commitment to promoting the aims and objectives of Engage
- Ability to act as an authority, advocate and leader in the cultural sector and visual arts with an excellent track record of governance
- Effective personal and communication skills, allied to an ability to be objective, listen, inspire and motivate

In common with all Engage trustees the Chair will be expected to have:

- A commitment to Engage and its work
- Willingness to devote time and expertise
- Experience of developing a strategic vision
- Good, independent judgement

- The ability to think creatively and share ideas
 - Willingness to speak their mind
 - Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
 - Knowledge of and a commitment to good governance in the charity sector
 - The ability to respect confidences
 - The ability to work effectively as a member of a team
 - Willingness to act as an ambassador for Engage
 - Adherence to the Nolan Committee's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
 - A commitment to Diversity and Inclusion and Anti-Racism
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Terms of Appointment

Engage Trustees are appointed for a three-year period. A maximum of two terms of three years can be served.

The time commitment required is typically 2 to 3 days per month.

This is a voluntary position and is not remunerated. Payment for loss of earning might be possible depending on circumstances. Travel, and when necessary, accommodation expenses may be paid as well and any necessary training and support for this role.

Applying

To apply, please submit your CV and covering letter addressing the person specification to executiveassistant@engage.org by Monday 23 August, 10 am.

To discuss this opportunity further please contact Jane Sillis, Director, jane.sillis@engage.org.

The outgoing Chair, Shân MacLennan would also be happy to speak to prospective candidates. Please contact Jane Sillis to request an introduction.

Shortlisted candidates will be invited to meet with representatives of the Board at a mutually convenient time.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please also indicate this in the covering email or letter.

Appendix 1

The roles and responsibilities of the Engage Board

The role of the Engage Board is to:

- Ensure Engage functions within the legal and financial requirements of a company and charitable organisation
- Be responsible for the overall governance and strategic direction of Engage
- Determine policy
- Agree the annual budget and decide on any major resource issues
- Approve the annual accounts
- Appoint senior staff
- Carry out the appraisal of senior staff
- Monitor performance against agreed objectives and targets
- Represent and promote Engage externally
- Assist in fundraising from the public and private sectors
- Observe the Memorandum and Articles of Association (Engage's regulatory governing documents).

The board includes members with special responsibilities and roles, the key roles being Chair, Vice-chairs, and Treasurer.

Trustee Role Description

The statutory duties of each Engage trustee are to:

- Ensure that Engage complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that Engage pursues its objects as defined in its governing document
- Ensure that Engage applies its resources exclusively in pursuance of its objectives
- Contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard Engage's good name and values
- Ensure the effective and efficient administration of Engage
- Ensure the financial stability of Engage
- Protect and manage the property of Engage and ensure the proper investment of its funds
- Appoint the Director and monitor her/his performance

In addition to the above statutory duties, each board member should use any specific skills, knowledge or experience they must help the board reach sound decisions.

This may involve:

- Scrutinising board papers
- Leading discussions affecting Engage and the sector
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

For more information about our work, please visit www.engage.org.

Engage is funded by:



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