

Suffolk Artlink - Chair of the Board Role Description

The current Chair of Suffolk Artlink, Esmee Wilcox, is stepping down from the Board in September having carried out the role for the last three years. Suffolk Artlink is looking for a dynamic leader to take on this role at an exciting time for the organisation.

Main responsibilities

Strategic Leadership:

- Lead a team of committed Trustees who are responsible for supporting the strategic direction of the organisation and upholding its values

Governance:

- Oversee the good governance of the organisation, and ensure the Board is equipped to meet its responsibilities and comply with its obligations
- Chair Board meetings, ensuring all Trustees have the opportunity to contribute to discussion

External relations:

- Be an ambassador through advocating for the organisation with key stakeholders/networks and acting as a spokesperson where appropriate
- Represent the organisation at external functions, meetings and events

Relationship with Co-Directors:

- Ensure regular contact with the Co-Directors and develop and maintain an open and supportive relationship
- Conduct an annual appraisal for Co-Directors

Person specification

The right person for the role will have:

- Experience of charity governance – either through previous experience as a Trustee/Chair or through working closely with a Board in a leadership role
- Good local knowledge and networks relevant to the work of the organisation

- An understanding of the arts sector and the role Suffolk Artlink can play within a local and national context
- Efficient, energetic and passionate about this area of work and the impact the organisation has
- Good diplomacy and people skills
- Time and energy to dedicate to the role

The Chair will lead the Board which currently consists of 6 Trustees and a Young Shadow Trustee. We are recruiting additional Trustees during Autumn 2019. There is an appointed Treasurer and Vice-Chair.

Process

Please contact either of the Co-Directors, Hayley Field or Alex Casey to arrange an informal conversation about the role. Conversations with a current trustee may also be possible to arrange.

If you are interested in applying, please send a letter (and CV if you wish) outlining why you are interested, how you meet the requirements and what you would bring to the role to Alex Casey, Co-Director, by 30th September 2019. Please clearly indicate if you are interested in the role of Chair only or would also be happy to be considered as a potential Trustee.

Suitable candidates will be shortlisted and will then meet with three Trustees during October/ November.

Contact:

Alex Casey/Hayley Field - Co-Directors

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