



Title:	Treasurer (and Trustee)
Reporting to:	Chair of the Board
Salary:	This is an unpaid position.
Times:	4 Trustee meetings annually and 1 AGM (Weekday/Evening)
Location:	8-12 Eltham Road Lee Green SE12 8TF is the base of the Charity. <i>Where possible meetings can be attended remotely.</i>

Mission Statement: *Arts Network is a charity that provides an inspirational and understanding environment for people with mental health support needs; and challenges the stigma of mental health. We support people to achieve their personal goals through creative activities, exhibitions and events that enable participants to learn new skills, increase self-confidence and develop relationships. We constantly seek to battle stigma and discrimination by presenting our work and practice to medical practitioners, key stakeholders and the general public.*

About Us: Arts Network is an arts and crafts charity for people who have SMI (Severe Mental Illness) and access mental health services. Using creative practice Arts Network works to reduce stigma and provide a safe, creative environment for people to develop skills and self-confidence.

We are a membership organisation, with all members being people with severe and enduring mental health support needs who has been referred to us by their Community Mental Health Team, Psychiatrist or mental health professional.

Our membership includes people with schizophrenia, personality disorder or severe affective disorder; those who experience a substantial disability as a result of their mental health problems, such as an inability to care for themselves independently, sustain relationships or work; have experienced recurring crisis leading to frequent hospital admissions/intervention.

Further information can be found on our website: www.artsnetwork.org.uk.

Role: Arts Network are looking for a Trustee / Directors (hereafter referred to as Trustees) that can help move the organisation forward and fulfil our ambition to be the leading visual arts Charity for people with complex mental ill health. This trustee will also sit on the board as Treasurer and have experience of working in financial management, preferably as a qualified accountant or similar qualifications.

Role specifics: Treasurer

The treasurer is responsible for:

- **Making sure the charity keeps proper accounts**

- **Reviewing the charity's financial performance**
- **Drawing up or reviewing policies for finance and investment**
- **Ensuring that the charity has robust and effective financial controls in place**
- **Develop reserves policy and safeguard the organisation's finances**
- **Liaising with finance staff and with the charity's independent examiner or auditor**
- **Reporting on financial matters at the Charity's' Board Meetings**

Other Skills and Requirements: Current Board Members offer a wide range of professional experience and expertise. The areas which particularly concern the next phase of Arts Network's growth are:

- **Finance:** Experience of working in financial management, preferably as a qualified accountant or similar qualifications.
- **Mental Health Expertise:** Knowledge of best practice around areas of mental health and development in mental health practice; psychologist, psychiatrist, mental health practitioner.
- **Diversification:** We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experience throughout the organisation and an environment that reflects our membership.
- **Fundraising:** Personal experience or professional skill of fundraising for charitable causes.
- **Marketing and audience development:** Experience of marketing arts events and developing strategies for audience retention and enlargement.
- **Art:** An independent art practice, working in the creative industry or active in community arts.
- **HR:** Experience of managing individuals and teams, the creation and implementation of policies, practices and processes to effectively organise and manage staff, with the goal of enhancing charity outcomes.

However, this list is by no means exclusive and does not necessarily pre-determine the profile of successful candidates. Those who can bring other skill-sets and new perspectives are also welcome to apply.

Key Duties and Responsibilities: Under Company Law, trustees have certain legal, financial and fiduciary duties and must also comply with charity law. The requirements of some funding bodies also place responsibilities trustees. Even though many of these duties are delegated to management staff, and the Board is called upon to make clear decisions about such delegation, the ultimate responsibility for every aspect of the Company's operation lies with the Board of Trustees. It is therefore important that all Trustees ensure that they understand the history of the organisation and its current situation and keep abreast of issues that might affect the organisation. This role specification includes an overview of these legal responsibilities and any additional duties that might be expected of an Arts Network Trustee. The following provides an outline of the duties and responsibilities of the Board (Board of Directors/Trustees):

- **Legal and Financial**
 - To ensure that the Company operates within Company and Charity Law, including the filing of statutory returns at Companies House and the Charity Commission and the keeping of Company Registers.
 - To ensure the prudent financial management of the Company, exercising financial control, scrutinising financial statements (quarterly management accounts and forecasts) and discussing and approving annual budgets (as drafted by the management team).
 - Approving financial control systems as well as the appointment of bankers and cheque signatories. Ensuring that the Company's assets are safeguarded and well managed and maintained, and that it is properly and adequately insured.
- **Fundraising and advocacy**
 - Raising money to support the organisation and its activities. Supporting and promoting its needs to the private, public and voluntary sectors so as to enhance the Company's profile and assist with fundraising.
- **Employment and Personnel** (The Board of Trustees is the employer of the staff).
 - Approving the staffing structure and taking part in recruitment as required.
 - To help define and approve the Company's employment policies, including equal opportunities, recruitment, pay, grievance and disciplinary.

- To agree the job descriptions, person specifications and recruitment processes for Board/Trustee appointments.
- To ensure the safe and efficient use of premises for both staff and public.
- **Policy and planning**
 - The Board works alongside the Creative Director to develop good governance, agree strategic vision and mission and guide the organisation towards achieving its goals. This involves defining Company policies and agreeing organisation strategies and their implementation.
 - The Board monitors all aspects of delivery against the Business Plan on a regular and ongoing basis.
- **Artistic**
 - To monitor the organisation's programme of artistic activities.
- **Governance**
 - To ensure a regular cycle of Board meetings and that appropriate papers are provided in a timely manner.
 - To contribute to decision making, delegating when necessary, so that urgent decisions can be made and acted upon between Board meetings.
 - To fully participate in Board meetings and sit on additional working groups on specific issues if required.
 - Jointly with other trustees, holding the charity "in trust" for current and future beneficiaries.
 - Contributing actively to the board of trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- **Attendance and availability**
 - Attendance at regular Board meetings (4 meetings per year) and any other additional meetings that are called, as well as at the Annual General Meeting which normally coincides with a Board meeting.
 - Attendance at events and exhibitions as well as any other key events such as fundraising events.
 - To provide advice and support to senior management staff by phone or e-mail if required.
- **Other**
 - To always act as an enthusiastic ambassador for the Company.
 - Safeguarding the good name and values of the organisation and help maintain effective board performance.

Personal Attributes: The general expectation of all Board Members is:

- An enthusiasm for the work of the organisation - attend exhibitions / events hosted by Arts Network
- A commitment to carry out the duties of a Trustee
- Attendance at a minimum of 3 out of 4 of the Board meetings a year having read any papers circulated in advance
- A commitment to work with other Trustees and management team in helping to fundraise for the organisation
- Either utilising professional or personal contacts and/or proactively engaging in fundraising projects and campaigns
- A commitment to be well informed about the work of Arts Network
- In order to be an effective advocate and by preparing for and contributing at meetings
- Good professional networks and the willingness to offer these where appropriate
- Providing support and assistance for management staff with their contacts
- The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of the views of other people
- Contributing to good governance and building relationships across the Board and with staff
- A willingness to deal openly with colleague Board Members and management staff. A friendly and professional manner
- A preparedness to offer personal and business skills and experience to support the work of the management team when required
- The ability to treat sensitive information confidentially and an understanding of which issues to maintain as confidential

Application Process: Please provide the following:

1. Either a covering letter or a short video clearly outlining how you meet the requirements of the post. Letters should be no longer than one page and videos should be no longer than 3 minutes.
2. A CV including details of two referees

Applications should be sent as PDFs to jobs@artsnetwork.org.uk with "Trustee Application" written in the subject line. Short listed candidates will be invited to an interview. Selected candidates will then be invited to attend a creative workshop with our members.

Deadline for applications: Saturday 21st January at noon
Interviews taking place: Wednesday 25th - Friday 27th January
Start date: Thursday 9th February at 7pm

This is an unpaid position.

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and can contribute to our future.

Arts Network particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts and mental health sector and reflect our community.

We can support with any adjustments for anyone who needs it, to make applying for this role easier. If necessary, please get in touch to let us know how we can support you. This will not influence your application.