Trustee Application Pack 2023

Intoart is a pioneering visual arts organisation championing its founding vision for people with learning disabilities to be visible, equal & established artists and designers. www.intoart.org.uk

Autumn 2023 Intoart Board development

Intoart plans and reviews the skills, knowledge and diversity of its Board of Trustees to ensure it best serves the governance and charitable aims of the organisation.
We are currently seeking two new trustees for the following Trustee positions:

- Treasurer (professional experience in finance and accounting)
- Learning Disability (professional experience working in voluntary sector, social care, social work and/or advocacy).

Treasurer - Further role details

- The overall role of the Treasurer is to maintain an overview of Intoart's finances, ensuring financial viability and maintaining proper financial records and procedures.
- The Treasurer also takes an active role in the Finance Committee, which meets two - four times a year outside of the Quarterly Board meetings with representatives from the Board, Staff and invited contributors (where applicable).
- You will be responsible for overseeing and approving budgets, accounts and financial statements for the organisation, presented at Quarterly Board meetings and AGM.
- Contribute to the organisation's fundraising strategy, monitoring the organisation's fundraising activity, and supporting the team to ensure it's meeting its financial income targets.
- Work with the Director and Finance Manager to keep the Board informed about its financial duties and responsibilities.

Learning Disability - Further role details

- We actively seek to have two representatives on the Intoart Board with professional experience and practice based knowledge working in the learning disability sector.
- We have an existing senior leader as the Trustee lead on Safeguarding and are seeking a second trustee for the Board to support the organisation in its best practice, knowledge and skills working in the learning disability sector.
- This Trustee position also takes an active role in the Learning Disability Committee, which meets four times a year outside of the Quarterly Board meetings with representatives from the Board, Staff, people with learning disabilities and invited contributors (where applicable).
- The role is also active in supporting access and inclusion at all levels of the organisation striving for leadership, representation and voices of people with learning disabilities throughout our work and decision making.

How to apply

Send a comprehensive up-to-date CV together with a short supporting statement (no more than 1 side of A4) explaining how your skills and experience need the requirements and interest in the trustee role and Intoart. Please also complete a Equality and Diversity form.

Submit your application

Contact Ella Ritchie for an informal discussion about the role and /or any access requirements
Email ella@intoart.org.uk / Phone Tel 0203 4094542

Closing date for applications: Friday 1st December 2023, 5pm

Trustee Role Descriptor

Role of an Intoart trustee
Trustees have, and must accept, ultimate responsibility for directing the affairs of Intoart, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

Primary Duties
Trustees are responsible for the governance and strategic direction of the organisation. The Board meets five times a year, normally in the evening; additional time may be required for subgroup committee meetings. Board members are encouraged to attend public facing events, exhibitions and projects of the organisation and be positive advocate of Intoart.

Financial responsibilities
- Ensure the charity is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- Take special care when investing the charity's funds or borrowing funds for it to use
- Ensure the organisation is meeting the funding conditions associated with grant agreements
- Ensuring the financial procedures are adhered to, recorded and processed in conjunction with the designated accountant and submitted to Companies House and Charity Commission

Legal responsibilities
- Ensure the organisation is working to the Charity Commission and Companies House guidelines
- To ensure that best practice, policies and procedures are reviewed
- Follow the law and the rules in the charity's governing document
- Act responsibly and only in the interests of the charity
- Use reasonable care and skill
- Make well-informed decisions, taking advice when needed

Compliance
- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of care
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties
- To safeguard that the business and governance is being carried out legally and professionally

Strategic direction
- Supporting the Director in business planning and problem solving
- Input to strategic direction and steer on the future of the organisation

Specialism, skills and experience
- To provide advice and guidance from Trustee's own area of expertise
- To share knowledge, experience, contacts and enthusiasm
- To contribute new ideas and perspectives

Advocacy
- To ratify and validate Intoart's accomplishments
- Be a sounding board for good practice
- To advocate for Intoart, building profile and widening networks

Charity officer roles
The Chair:
- Chairs Board meetings, takes the lead on ensuring that meetings are properly run and recorded
- Takes the lead on ensuring that trustees comply with their duties and the charity is well governed
- Supports the planning of trustee meetings
- Leads on relevant Board subgroups
- 1:1 support for the Director as line manager
- Contributes to strategy and development meetings with Director
- Positively represents the organisation
- Is a leader in their field of work
- Is proactive in keeping on top of current and emerging issues of relevance and importance to the organisation
- Acts as a resource for staff, trustees and the organisation

The Treasurer:
The treasurer takes the lead at board level on:
- 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
- liaising with finance staff and with the charity's independent examiner or auditor
- attends the Finance and Development committee

Charity officers don't have any extra powers or responsibilities than the other trustees. All trustees are equally responsible for finances.

Expectations of Intoart trustees
- To attend Quarterly Board meetings (online minimum four per year, AGM)
- To attend a maximum of two Committees outside of Board meetings - hybrid meetings online and/or in person. Frequency ranges between twice to four times per year. At present the proposed committees are:

1. Arts Council England NPO
2. Development/Finance and Fundraising
3. Learning Disability
4. Curatorial & Artist Development
5. Communications / PR (25yr Anniversary)

- To attend Intoart events, studio visits to meet artists and have a keen interest in the artwork, progression and achievements of the artists (must attend one such event within first 6 months)
- Minimum term of 3 years (maximum three terms)

Application process

Process of application and induction of new trustees to include:

- Initial interest and meeting a skills gap in the board
- Submit CV of relevant experience and supporting statement
- Interview/ meeting 1:1 with Director and the Chair
- Offer of meeting with another trustee
- Offer to join the board
- Reference request/ DBS check
- Attend a board meeting /voted on
- Induction and Training

You are disqualified by law from acting as trustees if any of the following apply to you:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt, subject to bankruptcy restrictions or an interim order
- have an individual voluntary arrangement to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement
- The legal minimum age is 16.

Additional Information

Board members are volunteers, although out of pocket expenses will be paid. Intoart provides training to Board members to allow them to understand their role and carry out their duties. Intoart operates an equal opportunities policy and encourages diversity across all areas of the organisation.

About Intoart

Intoart is a pioneering visual arts organisation championing its founding vision for people with learning disabilities to be visible, equal & established artists and designers.

Intoart's studio is located in the heart of Peckham and has been embedded within the communities of South London for the past 23 years. Founded in 2000, by Ella Ritchie MBE and Sam Jones, the full time studio programme spans art, design & craft and is an alternative art school for people with learning disabilities to develop a long-term creative practice. Intoart has realised exhibitions and commissions with contemporary art galleries and museums in the UK and internationally. Intoart has a strong track record of working with artists and curating exhibitions in internationally recognised museums and galleries including Whitechapel Gallery, V&A, Somerset House, South London Gallery, London Design Festival and White Columns, New York. Works by Intoart artists are held in major National Art Collections including V&A Museum, Arts Council Collection, Government Art Collection & Crafts Council Collection.

About the Intoart Collection Intoart Collection
Pioneering in their support for the careers of artists, Intoart houses over 5,000 artworks in the Intoart Collection. A publicly accessible loaning resource for researchers, curators and organisations, the collection is a physical and digital archive of original artworks made in the Intoart studio

https://intoart.org.uk Instagram @intoart_uk
www.triflestudio.com Instagram @trifle_studio

Intoart's artistic programme consists of six core strands to achieve our vision and mission:
1. Art Studio
2. Trifle Design Studio
4. The Intoart Collection
5. Leadership Programme
6. Public programme of exhibitions, events & publishing

Intoart is funded by Arts Council England as a National Portfolio Organisation.

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