



putney
arts
theatre

putney
theatre
company



Putney Arts Theatre

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Registered Charity Number 1157481

January 2024

Role Specification: Trustee of Putney Arts Theatre

Trustees are the people who serve on the governing body of PAT. There are three operating sections of the charity:

- Group 64 Theatre for Young People (age 4-19)
- Putney Theatre Company (adults)
- Putney Arts Theatre (hires and administration)

Trustees must ensure that the organisation's work is in line with its core values and mission statement:

- *To advance the arts, particularly the medium of drama, for the benefit of the public; and*
- *To help and educate young people through their leisure time activities, especially in the medium of drama and the associated*

arts, so to develop their physical and mental capabilities that they may grow to full maturity as individuals and members of society

As a Trustee, you will be expected to ensure that Putney Arts Theatre complies with the Charity Commission regulations and contribute to the development and planning of the organisation. Activities and responsibilities include:

- Attendance at quarterly trustees' meetings and the PAT AGM.
- Membership of sub-committees and/or specific project teams, as needed.
- Supporting the recruitment of new staff and board members, as needed.
- Acting as an advocate for PAT at public forums.
- Attending events, workshops and public performances at Putney Arts Theatre.
- Ensuring that the organisation honours its commitments to funders, partners and beneficiaries.

Trustees are expected to have a genuine interest in/passion for the Arts and the promotion of art, creativity and well-being in its many forms in the community.

The Board of Trustees is expected to have knowledge, skills and experience in a range of different areas; individuals may be asked to:

- Advise and support PAT and other Trustees with issues that fall under your area of expertise.
- Identify and broker relationships with potential partners, funders and supporters.
- Design and implement strategies and plans that helps the organisation fulfill its ambitions
- Help the organisation stay abreast with trends, rules and regulations in the areas of training and employment, especially in relation to young people
- Maintain and support Trustee Governance requirements

A more detailed list of board members' general responsibilities can be found on the Charity commission website:

<http://www.charitycommission.gov.uk/publications/cc3.aspx>

Specific information relating to Putney Arts Theatre can be found at:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5046928>

Addressing trustee skills gaps: PAT is committed to developing a diverse and inclusive board to support its mission and develop its ambitions. The following specific areas have been identified to address skills gap through recruitment to trustee vacancies:

- Specialist professional knowledge and experience of financial management, accountancy and related areas
- Specialist professional knowledge and experience of building and facilities management and related areas
- Specialist professional knowledge and experience of the law and legal frameworks relating to, for example, employment and health and safety

In addition, the board recognises the need to find opportunities to broaden its existing demographic to better represent the diversity and experience of the theatre's users and local communities. Given the importance of G64 Theatre for Young People, particular opportunities are sought to represent and include the perspectives and experience of young people.

Appointment: One third of trustees retire at each AGM, and may offer themselves for re election, provided however that no trustee may serve continuously for more than four terms of three years. Thus an initial term as trustee is normally three years.

Payment: All Trustees serve as volunteers and receive no payment for their work.

Legal: The Putney Arts Theatre is a registered Charitable Incorporated Organisation (CIO). Its charity number is 1157481. The CIO is a modern form of charitable organisation, created by the Charities Act 2011. It is similar to a company, but with members rather than shareholders. The main asset that PAT holds is the theatre building. The PAT constitution, including detailed statements of the rights and responsibilities of trustees, can be viewed on the website: www.putneyartstheatre.org
<https://www.putneyartstheatre.org.uk/sys/website/?pageId=18162>