

**Putney Arts Theatre**  
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Registered Charity Number 1157481

putney  
theatre  
company

G64  
Theatre for  
young people



September 2021

## **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 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 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 fulfil 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

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> .

## **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:

- Professional, active theatre practitioners, particularly those with experience of working with young people and/or community engagement
- Specialist professional knowledge and experience in sponsorship, charity fundraising, marketing and/or development

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, particular opportunities are sought to represent and include the perspectives and experience of young people.

### **Secretary of the Trustees:**

With the retirement of our current Secretary at the AGM, we are also specifically recruiting for a Trustee to take on the role of Secretary. This role will work closely with the Chair of Trustees, providing administrative support for the annual schedule of business, including the organisation and minuting of quarterly board meetings and the AGM.

### **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](http://www.putneyartstheatre.org)

