

## **Arts Gateway Milton Keynes (AGMK) Trustee - Role Description**

### **1. About AGMK**

We are a registered charity and company, limited by guarantee, set up to nurture and promote the creative arts in Milton Keynes and area. We provide workspaces to artists, makers and performers; networking events; workshops; and spaces to exhibit, perform and celebrate work. Our mission is to create a creatively dynamic city that embraces artists and is seen by the public as a place for artistic play.

Our main income comes from our studio workspaces. We currently have over 70 places in our premises in Burners Lane, Kiln Farm. We lease these premises from the Community Foundation at a subsidised rate, reflecting our charitable status. We aim to supplement this income with donations from public sources, charitable trusts, local corporates and individuals. We have been fortunate to obtain external grants from Arts Council England, the Community Foundation, Milton Keynes Council and the Garfield Weston Foundation.

### **2. The role of a trustee**

Being a trustee of AGMK will require you to:

- Work with fellow trustees to shape, drive and monitor the charity's strategy
- Prepare for and participate fully in board meetings
- Act reasonably in decision making and leadership of the organisation
- Ensure the proper management and administration of the charity
- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- Promote the work of AGMK externally
- Lead or participate in at least one sub-committee
- Manage risks with a considered, proportionate and balanced approach

### **3. The statutory duties of a trustee:**

Trustees are responsible for the work that AGMK does and how it does it. Trustees have a number of statutory duties, which are:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- To ensure the financial stability of the organisation
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds

### **Trustee person specification**

AGMK seeks to appoint a trustee who:

#### **Essential**

- Is committed to the organisation and has sufficient time and willingness to contribute effectively to the work of the Board and its Sub-committees.
- Has experience and an understanding of business strategy and policy development
- Is able to work effectively as a member of a team
- Is willing to speak up and can remain independent of any influence from another organisation or individual
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- Is able to make quick and sound decisions based on an analysis of information presented to them
- Can manage risks with a balanced and informed approach
- Is committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

#### **Desirable**

To have strong skills, experience or knowledge in at least one of the following areas:

- Marketing and communications, including the use of digital media;
- Programming or Producing in any artform

### **4. Board structure**

AGMK is currently has 6 Trustees and is looking to increase this to 12. Trustees are appointed for an initial term of 3 years, which may be renewed.

The Board has a Chair. It has recently set up a formal subcommittee structure whose members are drawn from the Board but may be supplemented by volunteers. SubCommittees now set up are LitFest, Finance, Fundraising, Arts Policy, Marketing & Communications and Operations.

### **5. Commitment**

Board meetings are usually held every month, normally in the evenings. The work of the SubCommittees is likely to involve monthly meetings as well as preparatory work. There are also occasional strategy away days and opportunities to represent AGMK at local events.

The role is unpaid.