



Chair Role Description

December 2024

1. About SPUD

SPUD is a charity focused on arts, architecture, and education committed to creating experiences that foster confidence, support career development and strengthen communities.

Our purpose is: "To support the wellbeing and ambition of communities through creativity and collaboration in arts, architecture and education."

Our approach is collaborative, meaningful and ambitious. We champion the voices of individuals and underrepresented groups, ensuring they are heard within our communities and partnerships.

Driven by a focus on success, SPUD takes a professional approach to deliver impactful projects.

We empower people to create, connect, and share, recognising that even small actions can spark lasting joy and positive change.

We work with people and communities, including:

- Young people looking to be involved in their community through a range of creative opportunities.
- People of all ages through participation in creative activities.
- Artists and other creative professionals through collaboration, professional development and business opportunity.

We work in and around the New Forest as well as regionally, nationally, and internationally.

SPUD was incorporated as a Charity (CIO) on 5th February 2015

2. The role of the Board of Trustees

The role of the Board of Trustees is to provide governance and active support to the organisation in achieving our purpose and the difference SPUD is seeking to make.

All Trustees have a responsibility to actively work with their fellow Trustees to:

- Champion SPUD's purpose and activities.
- Ensure that SPUD pursues and applies its resources to the objects as defined in its governing document and contribute to SPUD's strategic development.
- Ensure good governance and management in sustaining SPUD's financial stability and statutory compliance.

- Ensure SPUD complies with all relevant legislation, including charity commission, company law and other associated financial regulations. Charities Act 2011, Companies Act 2006 apply due to SPUD being a CIO (Charitable Incorporated Organisation).
- Place equalities, diversity, inclusion and safeguarding at the core of SPUD's strategic purpose and delivery.
- Develop, approve, implement, monitor and evaluate operational strategies and policies.
- Ensure SPUD takes actions and works on continuous improvement in reducing the organisation's environmental impact in the delivery of its work.
- Ensure funders requirements are met.
- Support fundraising as appropriate.
- Provide their skills, knowledge and expertise to contribute actively to the continued development and success of SPUD, engaging with programmes and activities, working with the Director and Trustee colleagues.
- Take part in any Trustee development or necessary processes to ensure governance.
- Act as an ambassador and advocate for SPUD across personal and professional networks and the wider community.

3. Skills and qualities of all Trustees

- A clear understanding of SPUD's purpose and activities.
- An understanding of their responsibilities and liabilities as a Trustee and to act in the best interests of the organisation.
- Ability to bring their skills, knowledge and expertise to contributing to discussions, exercising good independent judgement, and working effectively as a board member.
- A commitment to equality, diversity and inclusion, and safeguarding.

The Trustees meet five times a year currently at 5.30pm for 2 hours. In between there may be two to three informal meetings to focus on particular topics or issues; working groups may be formed for particular tasks. Meetings are in person or online.

As a Trustee you agree to:

- Attend meetings in person or online.
- Be up to date with the business of the company.
- Be prepared for each Trustee meeting.
- Offer timely input, feedback and responses when requested.
- Attend SPUD exhibition launches and activities when possible.
- Advocate for the organisation where and when appropriate.
- Undertake an initial Trustee term of three years.

4. The Chair's role and responsibilities

The Chair provides leadership to SPUD Trustees, ensuring that it governs the charity effectively, and delivers SPUD's purpose and difference it is seeking to make. The Director reports to the Chair, and with the Treasurer, collectively oversee the governance and financial management of SPUD, ensuring good practice in fulfilling its charitable objectives and financial sustainability.

The role includes:

- Leading the board of Trustees in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Working with the Director, and the Treasurer, in overseeing the strategic development and delivery of SPUD's purpose, governance and sustainability.
- Line managing the Director as the Trustee to whom they report.
- Supporting SPUD in its relationships with key funders and stakeholders. Acting as a spokesperson and figurehead for Spud, when necessary. Maintaining an awareness of their expectations and requirements as regards good governance and organisational sustainability.
- An active commitment to equalities, diversity and inclusion, and safeguarding.
- Planning, with the Director and Treasurer, and chairing Trustee meetings.
- Ensuring all Trustees are actively involved in decision making.
- Support and promote active relationships and working between Trustees, staff and other stakeholders.
- Where suitable and necessary providing leadership and pastoral support to SPUD staff.

Knowledge, Skills and Experience required:

- A clear passion and commitment for the wellbeing of communities through creativity and collaboration in arts, architecture and education.
- Experience and understanding of the charitable sector and of activities focused on arts, community and education.
- An understanding of charity governance, including finance issues.
- An understanding of equalities, diversity and inclusion, and safeguarding.
- Network and networking capabilities, which can open doors to funding, placements, policy, ideally within the South of England and New Forest.
- Ability to engage with Arts Council England, the charitable sector, and relevant national and local arts, community and place organisations such as the New Forest National Park.
- Experience of operating at a senior strategic leadership and management level within an organisation.
- Ability to manage a Board effectively and positively, with an eye to the exercise of good scrutiny, the manageability of requests, and the channelling of helpful advice and expertise.

- Ability to commit time to the role and to be able to regularly attend the SPUD offices in Sway, New Forest.
- Good communication and interpersonal skills to facilitate honest and open discussion and collaboration.
- Impartiality, fairness and the ability to respect confidences.

The time commitment is around 16 days a year and may be more depending on the level of involvement in SPUD's work.

The role is unpaid. SPUD will pay reasonable expenses in connection with carrying out Trustee duties in accordance with SPUD's expenses policy and the production of receipts.

4. Appointment

The Chair is appointed by the Trustees and for a term of three years. And may be re-appointed for a further two years.