



Board Member Information Pack

- Application deadline – 5pm, Wednesday 17 January 2024
- If, having reviewed this pack, you have any unanswered questions, please contact Katy Taylor by e-mail katy.taylor@queenshall.co.uk

If you need any reasonable adjustments to the recruitment process because of your personal circumstances, or if you anticipate adjustments needing to be made to the role or to the working environment, QHA is committed to addressing these.

Date of issue of information pack: 14 November 2023

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Introduction

Dear prospective candidate,

Thank you for your interest in Queen's Hall Arts. Working with partners, we are proud to be part of the rich cultural life of Hexham and the wider North East region. There are three parts to our mission as a charity:

- Creative Heart of the Community
- Great Art Experiences
- Supporting Professional and Aspiring Artists

Led by Katy Taylor (our Chief Executive and Artistic Director), the staff team, freelance creative practitioners, and team of volunteers deliver an ambitious creative programme. This takes place within the Queen's Hall building, with schools and in community settings and via partnerships with cultural organisations regionally and nationally.

Queen's Hall Arts is an Arts Council England National Portfolio Organisation, and we are also part of the funded portfolio of organisations helping to deliver Northumberland County Council's Cultural Strategy ('Our Creative Landscape').

In 2022/23 over 32,000 people attended and/or took part in the Queen's Hall Arts programme and we have ongoing plans to sustain and develop our audiences, our education and community partnerships, and the diversity of our programme.

It is a mixed portfolio business, with income from ticket sales and hospitality alongside public sector and charitable trust investment and some private donations.

We need a diverse skill set on the board, reflecting the communities we serve and contributing relevant experience. We currently have an engaged and committed group of trustees and are now looking to appoint up to four new members of the board. Having carried out an audit of skills we are particularly interested in applications from people with knowledge or experience in one or more of the following areas:

- Financial management, including audit and accounting.
- Education, especially related to schools and education policy.
- Environmental impact reduction.

Volunteers, including members of the Board, play a hugely important role in our organisation. If you would like to join the team that guides the development of Queen's Hall Arts, we would welcome an application from you.

Thank you for your interest and we look forward to hearing from you.

Rachel Adam (Chair) and Lynn Turner (Chair Designate)

About Queen's Hall Arts

Queen's Hall Arts (QHA) is a company limited by guarantee and a registered charity. Since 2001 we have been running the Queen's Hall Arts Centre in Hexham and providing an arts development service across other parts of the region. Our building is also home to Hexham Library, Hexham Book Festival and Hexham Community Partnership.

Alongside box office and other commercial income, our activities are supported by a number of stakeholders, notably including core funding from Northumberland County Council and Arts Council England (for whom we are a National Portfolio Organisation).

You can find out more about what we do on our [website](#).

Our most recent annual report and accounts, along with other governance and regulatory information can be found online [here](#).

Governance and vacant roles

QHA is governed by a Board, the members of which are also the Trustees of the company as a charity. All Board members are non-executive directors who give their time and expertise on an unpaid basis. Whilst these roles are unpaid, travel expenses can be claimed for meetings.

The Board is responsible for setting strategy and ensuring the company has the financial and staff resources it needs to meet its objectives. It delegates the day-to-day management of the company to a Chief Executive/Artistic Director who leads the staff team and, with the support of the Board, manages our stakeholder relationships.

Our Board is composed of up to 12 members, one nominated by Northumberland County Council and 11 appointed by the Board itself. The maximum term of office is seven years. At present, the full Board meets quarterly (as do each of its committees).

A Chair and Vice Chair are appointed by the Board. The Board has three committees and each member of the Board is expected to sit on one or two of these.

They are:

- External Relations Committee
- Finance and Risk Committee
- Operations Committee

The current membership of the Board can be found online [here](#).

We wish to appoint up to four new members to take up office early in 2024. Mentoring/buddying and support are available for new Board members.

Role Description

Board member roles and responsibilities...

Main duties and responsibilities for all Board members:

- Maintaining an awareness of the work of Queen's Hall Arts
- Regularly attending and taking a full part in meetings
- Actively contributing to setting strategic direction, monitoring progress and contributing to organisational learning
- Monitoring the financial position and ensuring that Queen's Hall Arts operates within its means and that there are clear lines of accountability for financial management
- Acting in the best interests of the organisation at all times
- Helping to develop and progress new ideas
- Maintaining confidentiality about any sensitive or confidential information received in the course of duties as a board member
- Taking responsibility for own learning and development

Essential personal skills and qualities for all board members:

- Commitment and availability to attend Board meetings
- Effective communication skills and willingness to participate actively in discussion
- Willingness to act in the best interests of Queen's Hall Arts
- Ability to work effectively as a member of a team
- An understanding of and commitment to equality and diversity

Recruitment process and general information

Key dates	Applications close	5pm, Wednesday 17 January 2024
	Shortlisting outcome by	W/C 29 January 2024
	Interview date	W/C 5 February 2024
	Appointments start	From June/September 2024
Eligibility	Must be eligible for appointment as a charity trustee in England and Wales.	
Remuneration	Unpaid. Travel expenses can be claimed for meetings.	
Time commitment	Four to six Board meetings a year Four to eight committee meetings a year Four to six other events a year (e.g., training, stakeholder events, season launches) Board members are also encouraged to attend QHA events and performances which lie outside their normal interest, so that they can provide feedback as well as gaining a greater understanding of the breadth of the programme. Complimentary tickets are usually available on these occasions.	
Making an application	To apply for these roles, you must submit an application form or provide a short video addressing sections 4 and 5. The form is at end of this pack, including instructions for completion.	
Recruitment panel	Panel will include two current Board members and QHA Artistic Director and CEO.	
Interview	At interview, the Panel will ask questions about your skills and abilities; interviews will also give you an opportunity to ask questions. It may not be possible to meet requests for a change of date or time for interviews.	
Outcome	The Panel will recommend candidates to the Board for appointment. All interviewed candidates will be informed of the outcome by the end of February 2024.	

Diversity

QHA is committed to making appointments on merit alone, using an open and transparent process. QHA wants its Board to reflect the communities it serves.

We aim to offer equal opportunities for all irrespective of age, disability, gender identity, marriage or civil partnership status, parental status, race, religion and belief, sex or sexual orientation. We welcome applications from all sections of the community and we value diversity.

As part of our commitment to a more diverse Board, we can offer candidates feedback and offer shadowing opportunities where they would be helpful in preparing future candidates for Board roles.

Privacy and data protection

We will retain your data for no longer than three years after your appointment ends or for no longer than three years from the closing date for applications in the event that you are not appointed.

Draft meeting schedule

Whilst this list may be revised (and there will be other occasions where Board members attendance is needed, see time commitment above), the outline meeting structure may be helpful.

2024

February

June

September

November