# Recruitment Pack

# Dance City Board

# A MESSAGE FROM OUR CHAIR

The Board of Dance City is looking to appoint new Board Members to provide inspirational leadership and strategic vision to take the charitable organisation onto its next stage of development. New Board Members will help us to ensure a sustainable business model that successfully serves our audiences, communities and stakeholders for decades to come.

Dance City is a charity and its main objective is that of promoting, maintaining, improving and educating by the encouragement of the arts. We primarily focus on dance, but touch on drama and music and many other artforms too.

I have been impressed and inspired by the undaunted passion and commitment of the Dance City team, through the COVID-19 pandemic, and beyond, to adapt and innovate amidst such challenging conditions. To keep delivering dance training, to keep supporting dance artists, and to keep changing lives through dance in communities.

One of the most positive affirmations of our work was to be rated ‘outstanding’ by the Arts Council for our work on the Creative Case for Diversity throughout 2019-20:

*“Dance City’s commitment to CCD through support for artists of colour, LGBTQ and disabled artists and organisations has been outstanding across all themes for the period, with diversity clearly fundamental to driving processes and output.”*

Arts Council England Relationship Manager: Kristian Pellissier

We have much to be proud of, and more to look forward to – we hope that you might consider applying to be part of our future picture as a Board Member and look forward to hearing from you.

Sharon Paterson, Chair, Dance City Board

# JOIN US

Anand Bhatt, Artistic Director and CEO

I joined Dance City in July 2020, a very challenging time for all of us as we reacted and adapted to the global Coronavirus pandemic.

The welcome from the team, Board and stakeholders of Dance City has been fantastic. As we emerge from this crisis into a new stage of development, building a sustainable organisation serving our communities, learners, artists, stakeholders and audiences, we will need to work together and recognise the value of our inter-connectedness.

A big part of this vision for the future involves bringing in new perspectives, skills and experience at Board level.

Established more than 30 years ago, Dance City has a proud history as a charity, but one which is resilient and commercially minded. Prior to the Coronavirus pandemic we generated roughly two thirds of our income through trading and hires.

Our public classes programme is incredibly successful and offers participation opportunities across the Four Cs of Dance: Contemporary, Classical, Commercial and Community.

Our theatre is dedicated to dance and we are deeply committed to audience development, which has meant that we have increased theatre attendance by 30% over the last five years.

Dance City Training Academy offers specialist dance training for gifted and talented young people from the age of 10 through our Centre for Advanced Training, our BA and our postgraduate MA programme.

Our Dance Engagement Team gets out and about to bring dance to communities throughout the North East.

We work to support and champion professional dance artists in and from the North East, for the world. We offer commissioning opportunities to dance artists to create new work and provide continuous professional development opportunities including 336 hours of free pro class.

I hope that you feel inspired and motivated to explore this opportunity to join the Dance City Board, and join us on our journey into a new stage of development.

Anand Bhatt, Artistic Director and CEO

# Legal Status

Dance City is a charity registered in England and Wales (no 702801).

Dance City’s primary charitable objective is that of promoting, maintaining, improving and educating by the encouragement of the arts. We primarily focus on dance, but touch on drama and music and many other artforms too.

# The current Board of Trustees:

Chair Sharon Paterson

Kiz Crosbie

Tessa Petrides

Roshan Israni

Ally Robson

Anthony ‘Hope’

James Hails

Kenneth Tindall

Charlotte McMurchie

Pippa Fox

Sarah Dewar

Biographies for all Board members and the full Dance City team can be found at [www.dancecity.co.uk/about-us/people](http://www.dancecity.co.uk/about-us/people)

The chair Sharon Paterson leads the board in the governance of Dance City and is a public-facing advocate for the organisation.

# The role of Board Members:

**Remuneration:** These are voluntary roles and no financial remuneration is offered to any board member.

**Time Commitment:**

 Minimum of four board meetings per year (usually late afternoon in Newcastle or on Zoom).

Annual Board Away Day.

Occasional individual meetings with Executive team or Chair.

Sub-committee meetings as required (at least quarterly)\*

Attendance at least two Dance City events per year.

The overall time commitment is estimated at 1-2 days per quarter.

Length of Service: 3-year term with a review with the Chair after six months and potential to be reappointed for an additional 3-year term.

**Responsible to:** The Dance City Board.

**Expenses:** Dance City reimburses reasonable travel costs from outside the north east and costs which arise from access requirements during the course of business. The Board is required to adhere to the Charity Commission Charity Governance Code [www.governancecode.org](http://www.governancecode.org)

While it is preferable for the Board to meet in person this is not always possible, in which case we welcome Board members to attend by Zoom. Dance City is committed to working inclusively and we try our best to meet people’s access needs to enable them to attend meetings and engage fully; this includes using accessible spaces and covering access support costs.

# Responsibilities of board members:

* Ensure the charity is carrying out its purposes in relation to public benefit
* Approve artistic and creative plans, ensuring these are realistic and achievable
* Comply with the charity’s governing document and the law
* Fully understand the legal duties and responsibilities of board members and be committed to good governance
* Manage the charity’s resources responsibly, setting strategy in accordance with the governing document, legal and regulatory guidelines, and the Company’s business plan, and monitor outcomes
* Provide support, advice, expertise and constructive challenge to the Senior Leadership Team (SLT)
* Ensure the charity is accountable, operates in accordance with company law and is compliant with Charity Commission requirements
* Monitor the financial viability of the charity, ensuring prudent financial management and that the company’s assets are safeguarded and well managed, overseeing budgets, management accounts and annual financial statements
* Actively support the charity in achieving its fundraising targets
* Define the charity’s employment policies
* Make decisions relating to hiring of Directors
* Agree job descriptions for Senior Leadership Team and regularly review levels of pay
* Review and authorise all Dance City policies
* Act at all times in the charity’s best interests and with reasonable care and skill

**Other duties:**

Board members are ambassadors for the charity and represent Dance City at performances activities and events. They open up networks and contacts to help Dance City to broker new relationships and also support the recruitment of new board members.

\*Dance City is in the process of establishing delegated Board Sub-committees to assist the Board to fulfil its duties and responsibilities. Membership of the sub-committees will be decided by the Board, and all new Board members will be asked to consider joining one Sub Committee. The day to day running of the Company is delegated to the Senior Leadership Team led by Artistic Director & CEO Anand Bhatt who joined Dance City in July 2020.

# Attributes of prospective Board members:

* Knowledgeable and experienced in their area of specialism
* Enthusiastic about the arts with a strong commitment to the charity’s values and approach
* A clear communicator, able to articulate position, beliefs and rationale in an inclusive way
* Able to operate with integrity and respect confidentiality when required
* Well respected in their field of work with contacts that can be of assistance to the charity
* A strategic thinker, able to navigate and understand multiple stakeholder relationships
* Understanding and accepting of the legal duties required
* Able to commit the time needed for the position

Board Members are expected to hold all matters related to the business dealings of Dance City in strict confidence.

# Skills sought:

We are looking for new Board members with knowledge and expertise in a range of areas. You will not be expected to take on sole responsibility for these areas as the board is collectively responsible for its actions and decisions. We hope board members will contribute to a range of matters drawing on their individual interests and skills.

We actively encourage applications from who self-identify as black, Asian, ethnically diverse, lesbian, gay, bisexual, transgender, queer, neurodiverse, disabled. We also welcome applications from people under 30 years of age.

# Application process:

 You are invited to apply by sending your CV together with a description of what you feel you can contribute, including areas of specialism you can bring to the Board and examples of how you meet the requirements of the role.

Your application can be in written, video or sound recording format. Please also include details of any business or other interests which might give rise to conflicts of interest, and how you would address this should your application be successful, plus any other information, including other board or advisory roles, that you think will help the panel.

APPLICATION DEADLINE: 31 AUGUST 2022

Please email your application to philippa.mcardle@dancecity.co.uk with ‘Board Member Application’ in the subject box. Please complete the equal opportunities monitoring form. The information will help us monitor the fairness and effectiveness of our selection processes and identify barriers to selection. Your answers will be kept strictly confidential and used for statistical monitoring purposes only; they will not be seen by the individuals making the appointment.

If you have any access requirements and need support with the application process, please contact Philippa McArdle at Dance City: philippa.mcardle@dancecity.co.uk.

Dance City is a National Portfolio Organisation (NPO), receiving core funding from Arts Council England. When making an application, please read the Arts Council’s Relationship Framework (www.artscouncil.org.uk/sites/default/files/download-file/ACE\_RelationshipFramework.pdf). If you are inducted to the Dance City Board you will receive the Dance City funding agreement and annual feedback letters.

 **Selection and Induction Process:**

In line with our recruitment process for Board members, interested candidates will be invited to a group presentation event, followed by an informal interview with the Chair and CEO/AD where they will set broad objectives and role description for the new Board Member – e.g. specific areas they will be supporting on such as Finance. If you are invited to join the Board, we will ask you to provide details of a referee who has personal knowledge of your achievements.

Once you have been invited to join the Board you will receive all appropriate Dance City policies and procedures along with an outline of role and the Charity Commission Essential Guide to being a Board Member. As part of our Board Induction process you will also be:

* Offered a meeting with at least one other Board Member prior to first meeting if possible - we are establishing a ‘buddy’ system for the first six months to enable new Board Members to ask questions outside of meetings
* Asked to identify if any particular support or training needed
* Invited to attend a Board meeting as an observer to give a ‘cooling off period’ prior to deciding whether you with to join
* Briefing by Sharon Paterson, Chair and Anand Bhatt, Artistic Director and CEO at an introductory meeting or phone call

You will also be invited to attend at least one Dance City class or event, asked to sign a Board Member Registration Form and a Declaration of Interest Form and requested to provide a biography and photograph for the Dance City website.

# Dance City

You can find out more about Dance City in the [Annual Review 2020-21](https://www.dancecity.co.uk/wp-content/uploads/2022/05/Dance-City-Annual-Review-2020-21-low-res.pdf).

**Virtual Tour**

You can take a virtual tour of our Newcastle venue here <https://my.matterport.com/show/?m=mHhdSxJzL9C>