

# CHAIRPERSON BOARD OF DIRECTORS

Thank you for your interest in becoming Chair of the Board of Directors of **Promote Y<sup>T</sup> (Scotland)**. Please note that is a voluntary position, however training and reasonable expenses are provided.

**Promote Y<sup>T</sup>** is the national support and development body for youth theatre in Scotland. We were set up to promote the core values of youth theatre and their role in contributing to the personal, social, educational and creative development of young people.

We aim to professionalise the youth theatre sector in Scotland by providing platforms which support advocacy, training and exchange. The most high profile of these is the annual National Festival of Youth Theatre, the largest open platform for youth performing arts in the UK. We support a membership of over 80 youth theatre groups and freelance practitioners who engage around 11,000 young people in youth theatre activity each year.

In this Information Pack you will find:

- A **PERSON SPECIFICATION** for the role of **CHAIRPERSON**
- A copy of **Promote Y<sup>T</sup>'s** recent **4-YEAR REVIEW**
- **Promote Y<sup>T</sup>'s** **SUMMARY REPORT 2010-2011**
- A guide to the **OPERATIONAL STRUCTURE** of **Promote Y<sup>T</sup>**
- **Promote Y<sup>T</sup>'s** **VISION STATEMENT**

If, having read this information, you are keen to proceed with your application, please submit your current CV with a covering letter outlining your relevant experience and interests, why you would like to be considered for this role and what you are able to contribute as Chairperson to [colin@promoteyt.co.uk](mailto:colin@promoteyt.co.uk)

Should we decide to take your application forward, you will be invited to attend an informal interview in Edinburgh in March. This will be followed by the opportunity to observe a Board meeting so that you can be introduced to current Directors and see what is involved.

If after this process all parties are in agreement, we will officially invite you to join the Board where you will be legally subscribed as a Chair of **Promote Y<sup>T</sup> (Scotland)** with Companies House.

If you have further questions about the application process, the structure of the Board or the wider work of **Promote Y<sup>T</sup> (Scotland)** please contact me directly on **0131 538 0591**.

We look forward to hearing from you.

Colin Bradie



CEO / Director  
**Promote Y<sup>T</sup> (Scotland)**

## PERSON SPECIFICATION (CHAIRPERSON)

As Chair of **Promote YT** you will lead the governance of the organisation ensuring that our business objectives and funding requirements are met, whilst embracing the open approach we have to new opportunities.

You will be an exceptional communicator with a minimum of 5 years senior management experience. You will have an affinity with the creative sector and an appreciation of the contribution it makes to the cultural and economic life of our nation.

You will be a confident champion of **Promote YT** and youth theatre in Scotland, encouraging opportunities to network and fundraise on behalf of the organisation.

You will be able to demonstrate:

- an enthusiasm for and commitment to the work of **Promote YT**
- an understanding and acceptance of the legal duties, responsibilities and liabilities of governorship
- previous experience of contributing to a Board (not necessarily as Chair)
- leadership qualities and skills with good networks
- strategic vision
- an interest in at least one area of our business (e.g. young people, youth theatre practice, training and development, consultancy, sponsorship) and a willingness to learn more about what we do and the youth theatre sector we promote
- strong, independent judgement
- the ability to think creatively
- exceptional communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences
- a willingness to act as a champion for the organisation
- a preparedness to offer personal and business skills and experience to support the work of the staff when required

## MAIN TASKS

- To lead the Board in ensuring that it fulfils its responsibilities for the governance of the organisation by ensuring that the organisation acts in accordance with its constitution and its business strategy
- To work in partnership with the CEO/Director to help him achieve the mission and goals of the organisation

## KEY ROLES

### Working with the Board

- To work in consultation with the CEO/Director to recruit Board Directors with relevant expertise, to make recommendations on the composition of the Board, and future Chairs of the Board (with a view to succession)
- To work with CEO to ensure that all Board Directors receive appropriate induction, advice, training and information relevant to their role
- To ensure that the Board of Directors annually reviews its structure, role, relationship to staff and implements agreed changes as necessary
- To define selection and performance criteria for Board Directors with CEO/Director, and to keep under constant review

## **Meetings**

- To develop appropriate and relevant agendas for Board meetings with the CEO/Director
- To chair Board meetings, ensuring they run effectively and that the Board carries out its duties
- To ensure that decisions taken at meetings are implemented
- To meet with (in person or by phone) CEO/Director on a fortnightly basis

## **Advocacy**

- To talk about **Promote YT** at every given opportunity and to network on behalf of the organisation where possible
- To promote **Promote YT** to the widest possible audience including press, funders, sponsors and strategic bodies

## **Financial Management**

- To set the financial strategy of the organisation with the Board and CEO/Director
- To ensure that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available
- To ensure that where appropriate monies are invested to the greatest benefit of the organisation within the constraints of charitable law

## **Management of Staff**

- To support, monitor and review the work of the CEO/Director
- To ensure that the organisation has appropriate policies and procedures which comply with current employment and equal opportunities legislation
- To support the CEO/Director with the recruitment of staff
- To receive, read and comment on regular formal and informal progress reports of the organisation's work from the CEO/Director
- To reflect to the Board any concerns staff have with regard to the role of the Board and to relate any concerns of the Board and other constituencies to the CEO/Director

**Promote YT is a company registered by guarantee and a registered Scottish charity No. SC 035765**