

DIRECTOR BOARD OF DIRECTORS

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

Promote Y^T 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 growing 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 **DIRECTOR**
- A copy of **Promote Y^T's** recent **4-YEAR REVIEW**
- **Promote Y^T's** **SUMMARY REPORT 2010-2011**
- A guide to the **OPERATIONAL STRUCTURE** of **Promote Y^T**
- **Promote Y^T'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 a Director to 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 Director of **Promote Y^T (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^T (Scotland)** please contact me directly on **0131 538 0591**.

We look forward to hearing from you.

Colin Bradie



CEO/Director
Promote Y^T (Scotland)

PERSON SPECIFICATION (DIRECTOR)

As a Director on the Board of **Promote YT** you will be responsible for 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 a talented individual with 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 on behalf of the organisation.

You will be able to demonstrate:

- an enthusiasm for and commitment to the work of **Promote YT**
- an understanding of governance
- 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
- the ability to think creatively
- excellent communication and interpersonal skills
- a willingness to act as a champion for the organisation
- impartiality, fairness and the ability to respect confidences
- a commitment to carry out the duties of a Board Member
- a preparedness to offer personal and business skills and experience to support the work of the staff when required

MAIN TASKS

- To advise, govern, oversee policy and direction and assist with the leadership and general promotion of **Promote YT** so as to support the organisation's mission and needs

KEY ROLES

Attendance and Availability

- To attend 6 **Promote YT** Board meetings per year (usually in Edinburgh) and one Board Away Day and to ensure that decisions taken at meetings are implemented
- To attend other key events run by **Promote YT**, notably the National Festival of Youth Theatre, SKILL UP and the Sector Symposium
- To provide advice and support to staff either by telephone or in person, if required

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, arts venues, sponsors, politicians, governmental representatives and strategic bodies

Financial Management

- To set the financial strategy of **Promote YT** with the CEO/Director
- To ensure that **Promote YT's** financial dealings are prudently and systematically accounted for, audited and publicly available
- To ensure that **Promote YT** operates in accordance with Company and Charity Law
- To appoint bankers and cheque signatories and to make clear decisions about staff spending powers
- To ensure that **Promote YT's** assets are safeguarded and are well managed and maintained

Management

- To ensure that **Promote YT** has appropriate policies and procedures which comply with current employment and equal opportunities legislation
- To approve the staffing structure and to take part in recruitment as required
- To agree the job descriptions, person specifications and terms of employment of Board appointments and the outline terms and conditions for other staff and to review levels of pay annually
- To ensure the safe and efficient use of premises for both staff and the public

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