

Out of the Blue Board Trustee Job Description

November 2023

Company Information

Out of the Blue (OOTB) is an arts and education charitable company and social enterprise based in Edinburgh which provides opportunities for creative participation. OOTB generates space and community for local artists and collaborates with artists in all media from all over the world.

We provide affordable studios, rehearsal rooms, performance venues, exhibition space and promotional and administrative support. OOTB run a cafe at our base in the Out of the Blue Drill Hall in Leith

We initiate participatory art projects with the local community and beyond and create training and job opportunities.

Governance structure

The Bongo Club and OOTB Productions are two trading companies wholly owned by OOTB.

It is an established principle that OOTB and its two subsidiary trading companies share the majority of directors with OOTB, thus ensuring that the aims and objectives run through the core of all associated activity. The Bongo Club and OOTB Productions produce social impact which contribute significantly to OOTB Arts and Education Trust's charitable activity and objectives. Both the Bongo Club Limited and Out of the Blue Productions Ltd are 100% owned subsidiaries of the Charity.

Board meetings are combined for all companies and the individual entities accounts are consolidated for the Out of the Blue group of companies.

Out of the Blue staff are accountable to the Board of Directors, the Trustees of the Charity.

Board members work with OOTB Managers in four sub group areas namely Finance, Risk, Strategy and Staffing.

Full Board meetings are held up to six times per year and Trustees receive reports from Board committees. The meetings are used to discuss financial, operational, and developmental reports, and for decision making.

The Trustees review quarterly management and annual audited accounts and approve strategic development decisions. OOTB endeavor to have a range of relevant expertise represented on the board and assess the need to co-opt additional members onto the board when deemed appropriate.

Board member's experience is in organisational governance, financial management, legal,

marketing, building development and management, staffing, education and training, community development, café management, arts project development, arts and music.

Out of the Blue are seeking an additional trustee in recognition of the need to maintain a broad range of experience and skills to ensure effective governance.

The main duties of a Trustee of the OOTB Board

- to ensure that the organisation complies with its governing document, law, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in its governing document.
- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- to safeguard the good name and values of the organisation.
- to represent / be an ambassador for OOTB at functions and meetings as appropriate.
- to declare any conflict of interest while carrying out the duties of a trustee.
- to be collectively responsible for the actions of the organisation and other trustees.
- to oversee the effective and efficient management of the organisation.
- to abide by the equal opportunities policy.
- to oversee the financial stability of the organisation.
- to protect the property of the organisation and to ensure the proper investment of the organisation's funds.
- to make sure the organisation manages its risks and is properly insured against all reasonable liabilities.
- to support the employees and monitor their performance.
- to attend all board and relevant sub-committee meetings, and to read papers in advance of meetings.
- to participate in and support other tasks as arise from time to time, such as interviewing new staff, helping with fundraising, co-opting new board members.
- to keep informed about and be engaged with the activities of the organisation and wider issues which affect its work.

In addition to the above duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, participating in discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

Trustee Person Specification

Each trustee must have:

- A commitment to the organisation and its objectives.

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote the necessary time and effort to their duties as a trustee.
- An ability to think strategically.
- Good, independent judgment.
- An ability to think creatively.
- A willingness to speak their mind.
- An ability to work effectively as a member of a team.
- Have knowledge of and be committed to equal opportunities and diversity.

We particularly welcome applications from people living in the community, working in the arts and from those with a specific area of expertise in an aspect of governance or operation of a participatory arts organisation e.g. law, HR, arts development, marketing, finance, events, licensing etc.

In this instance we are particularly looking for someone who will provide oversight and leadership in the analysis of the group's finances and financial reporting.

Process of Recruitment

Applications should take the form of a covering email outlining why you would like to be considered and what you can contribute to OOTB along with a CV to the OOTB Chief Executive rob@outoftheblue.org.uk

Applications will be considered by the OOTB Board and potentially successful applicants will be invited to meet with the OOTB Chief Executive and Board members to mutually agree whether co-option onto the Board is appropriate.