



## **Role Description - Space2 Trustee**

For over twenty years Space2 has been inspiring social change through the arts. At the heart of our ethos is coproduction, and we are proud that our work is considered to be an exemplar of this methodology. Through co-designing, co-creating, and co-producing with our communities, we deliver projects that inspire those communities and change lives.

Space2 Leeds is a company limited by guarantee (no. 4930452) and a registered charity (no. 1105268). It is governed by a Memorandum and Articles of Association (its constitution) which set out the rules by which Space2 has agreed to operate.

Space2's Board members, who are charity trustees and also company directors, share the responsibility for supporting, guiding and advising Space2. Board membership is a voluntary (unpaid) role but expenses can be claimed.

The Board currently comprises five members, including the Co-Chairs, although the constitution allows it to have up to 11 members. Meetings are also attended by the Co-Leadership Team:

- Co-Director Business and Governance
- Co-Director Creative and Participation
- Co-Director Projects and Partnerships

As a charity, Space2 is required to operate in accordance with the framework set out by the Charity Commission. The Commission states that the trustees of a charity should work to the **Nolan Committee's 'Seven Principles of Public Life'**:

### **1 Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6 Honesty**

Holders of public office should be truthful.

#### **7 Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Nolan Principles are reflected in the collective and individual responsibilities of the Board of Space 2.

#### **Board members' shared responsibilities are to:**

- ensure that Space2 complies with its governing documents, Charity Commission rules and guidelines, and all other relevant company law, legislation and regulations
- ensure that Space2 pursues its objectives as defined in its Strategic Business Plan and the Memorandum and Articles of Association
- provide leadership or guidance for the organisation within a framework of prudent and effective controls, which enable risk to be assessed and managed
- ensure Space2 applies its resources exclusively in pursuance of its objectives
- ensure that the financial stability and the effective and efficient administration of Space2 is maintained
- ensure the company abides by the the current Equal Opportunities Act, the General Data Protection Regulation (GDPR), the current Health and Safety Act, and all Space2 policies as approved by the Board
- ensure Space2 is properly insured against all reasonable liabilities
- ensure the proper investment of Space2 funds
- ensure that Space2's obligations to stakeholders are understood and met
- safeguard the reputation and values of Space2
- ensure that the appropriate support, mentoring and training is available for all board members
- appoint the Chief Executive/s (Co-Directors) and ensure their performance is monitored and any problems dealt with appropriately.

#### **Each Board member should:**

- attend Board meetings, read the papers in advance of meetings
- contribute actively to the Board's discussions, giving firm strategic direction to Space2 in

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[www.space2.org.uk](http://www.space2.org.uk)

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Company Limited by Guarantee: 4930452

setting overall policy, defining goals, setting targets and evaluating performance against the agreed targets

- use their own specific knowledge, skills and experience to help the Board reach sound decisions. This will involve scrutinising the board papers, joining in and leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues relevant to an area of work in which the board member has special expertise
- be a well informed advocate and representative for Space2 when required
- respect and maintain confidentiality at all times
- contribute to the identification of future opportunities for development
- take part actively in subgroups as appropriate and to participate in other tasks as arise from time to time
- keep themselves informed about the activities of Space2 and wider issues which affect its work as appropriate
- declare any conflict of interest while carrying out the duties of a board member.

**All Board members are asked to make a time commitment to the Board:**

- the board meets every two months usually for about two hours
- the calendar of meetings includes the Annual General Meeting
- board members are asked to commit to induction and training sessions as appropriate
- there are a number of subgroups that support the work of Space2 and they are formed as and when required. Board members are asked to join a subgroup as appropriate. A member or members of the Co-Leadership Team also take part in the groups as required, and staff members or other advisors or consultants are also invited as appropriate
- Space2 holds regular Board and Staff 'Away Day' sessions
- there are a number of events during the year and Board members are often assigned to meet and greet key stakeholders
- board members may also be asked to support senior staff in areas of expertise on an ad hoc basis
- board members can claim travel expenses for attending Board meetings.

Further guidance on the roles and duties of charity trustees is available in the Charity Commission guidance "The Essential Trustee", available at [www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3). Guidance on the responsibilities of company directors is available at [www.gov.uk/guidance/being-a-company-director](http://www.gov.uk/guidance/being-a-company-director).