



Abandon Normal Devices Board Membership

Abandon Normal Devices (AND) is a commissioning agency delivering ground-breaking projects and festivals that challenge conventional modes of participation through a dynamic public programme of art, new cinema and digital culture.

With a distinct emphasis on creative enquiry and provocations, AND creates a space where artists and audiences can reflect on the impact of new technologies asking that our assumptions be taken apart, rejecting the status quo and asking what is “normal”? AND’s portfolio consists of film happenings, exhibitions, research programmes, online projects, residencies, public realm interventions and a roaming biennial festival.

AND is an Arts Council England (ACE) National Portfolio Organisation (NPO) receiving £135,000 pa in regular revenue funding. In addition to ACE’s support we also receive EU and British Film Institute funding plus contributions from local authorities depending on where activity is taking place. We are currently in receipt of £70,000 from such sources and we anticipate our total turnover in 2015/16 will be around £500,000.

Background

AND launched in 2009 and used the regional partnership of its founders FACT (Liverpool), Cornerhouse (Manchester) and folly (Lancaster) as a springboard to test new production models. Since then we have commissioned over 80 projects, delivered 6 festivals and worked with over 400 contemporary artists including Gillian Wearing and emerging names like Matthew Plummer Fernandez and delivered a programme which has attracted audiences of 40,000. Due to the quality of our work and the distinctive niche AND occupied, in 2012, the Legacy Trust UK awarded AND funding to explore a sustainable future operating model. We were one of only five organisations in the UK to be supported in this way and a major outcome of this work was our successful application last year to ACE for NPO status.

Current situation

We are now entering the next exciting phase of our development following the establishment last year of AND as an independent company and the adoption of a new operating model, which includes establishing an artistic programme with a range of partners outside of the festival context and establishing our own governance, operating, financial and administrative systems. We are a registered charity.

AND has a small dedicated staff team led by the Director, Gaby Jenks and Senior Producer, Ruth McCullough. The team and its current Board have developed a new business plan to 2017, which maps out the key and critical stages of our organisational and artistic development as we evolve from being an initiative of our founders, FACT, Cornerhouse and folly to being a fully independent charity with executives employed to deliver a public programme of work within strategy and policies agreed by the Board.

The Board currently comprises three non-exec members who are also Directors of the company and Trustees of the charity (from now on referred to as Board Members). AND is chaired by Howard Rifkin (independent consultant and formerly Director of Arts, ACE, North West) who is supported by the other Board Members Dave Moutrey, (CEO, HOME) and Mike Stubbs (CEO, FACT).

The Opportunity

AND now wishes to increase and diversify the membership of the Board and is seeking dynamic and committed individuals to support our further development and growth to build on our achievements, cement AND’s growing national reputation and plan for the future.

Board Members play an important and integral role not only in providing robust internal governance and scrutiny, but also externally by supporting our future development particularly through advocacy with regional and national stakeholders, potential funders and partners from the public and private sectors. Board Members benefit from working with a small, creative and enthusiastic team on the strategic vision of the organisation providing experienced perspective and oversight.

Our Ideal Candidates

You will be an experienced senior leader from the private, public or third sectors. You will be comfortable working at a strategic level, adept in actively supporting fundraising activity and happy to make effective use of your networks on behalf of AND. You will have a strong desire to contribute to public life and will be

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committed to the Nolan Principles of Public Life (see below). You will already be someone who attends arts events and who is committed to defending artistic freedom. You will also be able to commit the amount of time needed to the role.

The Board is looking for people with the ability to contribute in at least one of the following three core areas of its work:

- Business/Strategy Development/Governance
- Legal affairs
- Financial management
- HEI
- Social Media/Media/PR/Marketing

APPLICATION PROCESS

Stage 1: Informal discussion with AND Board Member and/or the Director about AND to determine interest in joining the Board

Stage 2: Please send a letter of application telling us how you meet the Person Specification for this role together with a CV and completed Equal Opportunities questionnaire (found at the back of this pack) to gabrielle@andfestival.org.uk.

Stage 3 Interview with Chair and Director of AND to discuss the role in more detail.

Stage 4: Invitation to attend the AND Board as observer in the first instance.

Stage 5: Recommendation to the AND Board for membership should all parties agree.

Stage 6: Board decision (NB the recommendation may or may not be approved).

If you have any questions about the role feel free to contact Gabrielle Jenks on gabrielle@andfestival.org.uk or the Chair of the organisation, Howard Rifkin directly at howdrifkin@btinternet.com

THE ROLE

Title: Board Member

Responsible to: Chair of the AND Board

The Board Member provides support to the Board of Directors/Trustees of the charity. The aim of the role is to provide stewardship, scrutiny and support in respect of the overall governance and strategic direction of the organisation and to support the executive and staff teams in the fulfilment of their responsibilities. The Board Member/Trustee will ensure that the organisation complies with its governing document, company law and any other relevant legislation or regulations and has a responsibility to ensure that the organisation pursues its objects as defined in its governing document. The Board member/Trustee will work to achieve the aims of the organization.

The Board of Directors/Trustees meets on a quarterly basis in Manchester.

Main responsibilities include

- To give advice on the goals, strategy & policies of the organisation
- To ensure that the AND exec team are aware the responsibilities of their role and that the organisation operates in accordance with all legal requirements
- To actively support the fundraising aims of the organisation
- To represent the organisation at appropriate events, meetings & functions
- To act as a spokesperson and advocate for the organization
- To ensure the effective & efficient administration of the organisation's affairs
- To declare any conflict of interest while carrying out the duties of a Board Member
- To be collectively responsible for the actions of the organisation and other Board Members
- To ensure the effective & efficient administration of the organisation's affairs
- To ensure the financial stability of the organisation and the proper use of the organisation's funds
- To protect & manage the property of the organisation
- To attend meetings & read relevant papers in advance of those meetings
- To attend subcommittee meetings & participate in other tasks as they arise: such as assisting with fundraising.
- To sit on recruitment panels as required
- To attend & take part as a member of committees or working groups when appropriate
- To act as the final stage adjudicator for disciplinary & grievance procedures if required

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AND board members are required to act reasonably and prudently in all matters relating to AND, they must always bear the interests of AND in mind. They must also not be prevented from acting as a trustee because they:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- have an individual voluntary arrangement (IVA) to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by the Charity Commission or the High Court due to misconduct or mismanagement
- are disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups Act 2006

Prior to being approved by the Board as a Trustee you will also be asked to complete a Trustee Declaration Form which can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/316308/trustee-declaration-v4.pdf

BOARD DATES for 2015

- 1st September 16:00
- 8th December 16:00

TERMS AND CONDITIONS OF SERVICE

- Board members serve for a maximum of six years
- This is a voluntary position however reasonable expenses can be paid
- Indicative time commitment: one day per month

For further information about charities and being a trustee please visit <https://www.gov.uk/running-charity/trustee-role-board>

THE SEVEN 'NOLAN PRINCIPLES' OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

July 2015

EQUAL OPPORTUNITIES MONITORING FORM

To help AND in the implementation of its Equal Opportunities Policy, we would be grateful if you would complete the return this form. The completed form will be separated from your application form and the information you give will be kept confidential and will have no bearing on your application.

1 Post applied for:

2 How did you learn of the vacancy?

Newspaper or journal (please state which one)

Website (please state which one) _____

Email listings (please state which one) _____

Other (please specify)

3 Gender

Female Male

4 How would you describe your ethnic origin?

African UK or Irish
Asian Other European
Caribbean Other, please specify

5 What age group are you in?

16-21 22-29 30-39
40-49 50-59 60+

6 Do you have a disability?

Yes No

Thank you for filling in this form.