



*In the Eyes of the Animal*  
by Marshmallow Laser Feast (2015) Credit: Lucy Marziale

### ABANDON NORMAL DEVICES BOARD MEMBERSHIP

Abandon Normal Devices (AND) is looking for individuals who are interested in becoming Board members. In recent years AND has increased and diversified the membership of the Board, and we are keen to strengthen this further and seek dynamic and committed individuals. Under our Articles of Association company members also serve as directors and as trustees of the charity and for the sake of simplicity from now on are referred to as Board members. Board members support our future development, help to build on past achievements and cement AND's growing national and international reputation.

### BACKGROUND

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.



*Watch the Skies!* at Jodrell Bank Observatory (2014)  
Credit: Chris Foster

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, Krzysztof Wodiczko and Addie Wagenknecht, and emerging names, like Sam Lavigne and Martha Maya, 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 was our successful application for ACE National Portfolio status.

## **CURRENT SITUATION**

AND has been an Arts Council England (ACE) National Portfolio Organisation (NPO) since 2015 receiving £135,000 pa in regular revenue funding and has been successful in securing additional support through ACE's Strategic Touring Funds. We also secured a further four year term as an NPO until 2022. We have received support from Nesta, Creative Europe (EU), The Space, British Council, British Film Institute and other project partners. In festival years such as 2017/18 the turnover can exceed £500,000

In recent years we adopted a revised operating model, which established an artistic programme including a range of partners outside of the festival context. In parallel, we established new governance, financial and administrative systems and in May 2016 the company secured charity registration. We have in place a comprehensive business plan up to 2022.

AND has a small dedicated core staff team including a Director, Senior Producer and Head of Communications. Our financial management is undertaken by Contact Theatre under a Contract for Services. During festival years, and for specific projects, we also engage additional freelance / fixed term staff and teams of volunteers.

## **AND BOARD MEMBERSHIP OPPORTUNITY**

AND is looking for individuals with appropriate skills who are interested in becoming Board members. We are committed to Equal Opportunities and we positively welcome applications from all sectors of the community.

You may already be very familiar with the roles and responsibilities of charity trustees, but if you are new to such a role, and thinking of applying, you may find some of the sources referenced at the end of this document useful to read.

Board members play an important and integral role not only in providing robust governance and stewardship but also externally 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 development of the organisation.

AND is currently chaired by Howard Rifkin (independent consultant and formerly Director of Arts, ACE, North West) who is supported by the other members: Vice Chair Katie Moffat (Head of Digital, Audience Agency), Alma Budd (Public Finance Accountant), Abigail Gilmore (Senior Lecturer, Arts Management & Cultural Policy, University of Manchester), David Mathias (solicitor, Weightmans), and Mike Stubbs (formerly CEO, FACT, founding member of AND).





## OUR IDEAL CANDIDATES

The Board is looking for people with experience in the following areas:

Senior Arts Management

Creative and Media Industries

Charity and Company Governance

Fundraising

Human Resources

This is not an exhaustive list however and we are interested in hearing from anyone who believes they have the skills or experience to enable them to contribute to AND's future development.

You will 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 (approximately one day per month). You will have a strong desire to contribute to public life and will be committed to the Nolan Principles of Public Life (see below).



*Waterlicht* by Studio Roosegaarde (2017)  
Credit: Chris Foster

## THE ROLE

Title: Company Member, Board Member and Trustee

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 and charity law and all other relevant legislation and/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 organisation. 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 organization
- To ensure that the AND management 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 organization
- 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 organization
- 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 adjudicator for disciplinary & grievance procedures if required



*Peak Simulator* by Matthew Plummer-Fernandez (2015)  
Credit: Chris Foster

## **TERMS AND CONDITIONS OF SERVICE**

Members/Directors/Trustees serve for a maximum of six years (two x three year terms).

Willingness to adhere to the Nolan Principles of Public Service (see below) is essential.

This is a voluntary position however reasonable expenses can be paid.

Indicative time commitment: one day per month

## **APPLICATION PROCESS**

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

Stage 2: CV and Letter of application submitted

Stage 3: Interview with Chair, Vice Chair and Director.

Stage 4: Recommendation to the AND Board for membership should all parties agree.

Stage 5: Membership approved

If you would like an informal conversation about the role, please contact Katie Moffat  
[Katie@prandsocial.com](mailto:Katie@prandsocial.com)



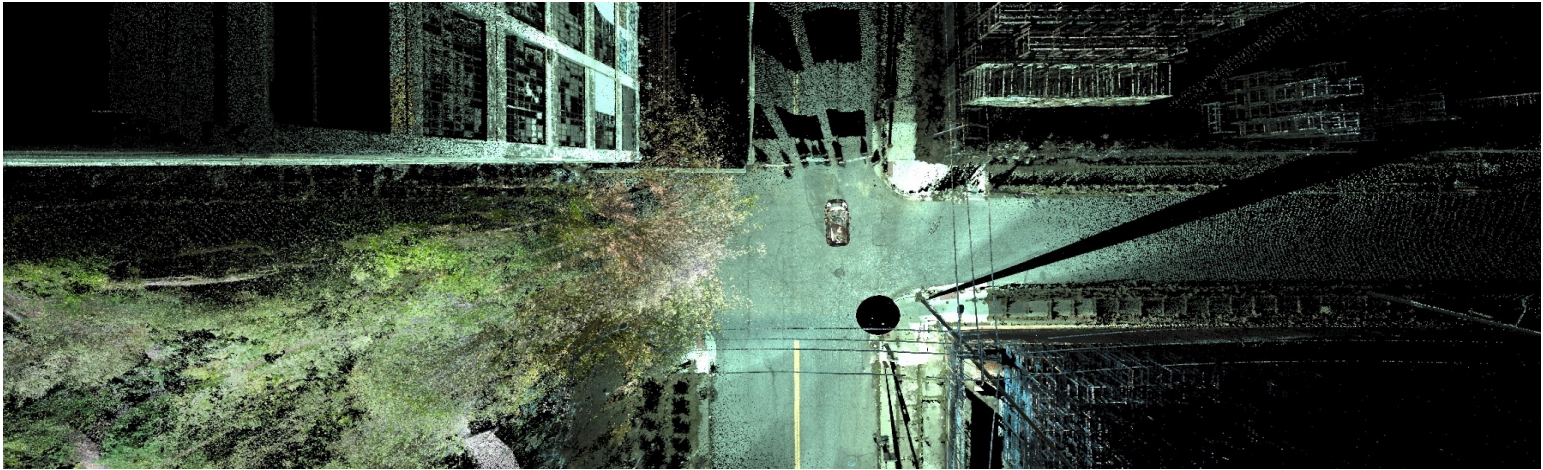


Image Still from *Where The City Can't See* (2015) by Liam Young

## **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.

## **CHARITY GOVERNANCE DOCUMENTS FOR REFERENCE**

**Charity Commission – Charity Governance Code:**

<https://www.charitygovernancecode.org/en>

**Charity Commission - The Essential Trustee:**

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

**Clore Leadership Programme:**

<https://www.cloreleadership.org/Strategic-Review-of-Governance-in-Arts-Organisations-and-Museums>

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