**Chair Recruitment Pack**

Dear Potential Chair,

Thank you for expressing an interest in joining Theatr Iolo as a Chair. We are looking for an independent non-executive Chair, with a passion or interest in the arts but who don’t necessarily work in theatre, who can help us deliver our strategic objectives. We need people with expertise, energy and ambition, who are willing to give their time and experience who share our passion, vision and values.

As one of the UK's most respected children’s theatre companies Theatr Iolo has been making original theatre for thirty years and has performed in schools, nurseries, village halls, community centres, theatres, forests, streets and playgrounds throughout the UK and further afield in Europe, Australia, Russia and South Korea.

Our small and dedicated team would welcome your advice and support in their personal development to improve the organisation as a whole. In return for your contribution, we promise that you will enjoy being part of an organisation which is striving to be the leading children’s theatre company in Wales and will give you the opportunity to expand your horizons and make a real difference.

As an organisation, Theatr Iolo constantly strives to ensure that its staffing profile reflects the population it serves. To assist in these efforts, we would welcome applications for Chair, irrespective of age, gender, ethnic background, sexual orientation, religion or belief and disability. The attached information is intended to give you more information and I would be delighted if you could complete the short expression of interest in order that we can learn a little more about you as a person, and the contribution you could make to the organisation.

Find out more now…

*Theatr Iolo is the leading Welsh children’s theatre company, creating high quality experiences that are stimulating, surprising and meaningful for children and their adults****.***

Theatr Iolo has been at the forefront of theatre for children for over thirty years, delivering performances and workshops to babies, children, teenagers, parents, pupils and teachers across Wales, the UK and internationally.

We create and produce the best work for children and young people to help them make sense of the world around them and their place within it. We work with the best artists, writers and creatives, to ignite creativity and imagination in both English and Welsh languages.

Theatr Iolo’s values are;

* **Trust:** When you come to a Theatr Iolo production, you can trust your experience will be of the highest quality. You can rely on us to feel included, be inspired and entertained.
* **Ambitious:** We would like you to feel challenged and hope to help you to explore relevant issues that you face and deal with. We want to help young people open up and learn about themselves and the world in which they live.
* **Collaborative**: We want to reach as many young people as possible and particularly those that have not had access to live theatre before. We want to create work that is relevant to young people and strive to understand and represent the diverse nature of those stories.
* **Creative**: We want to ignite creativity and imagination in all the children that we reach and work with, in both Welsh and English languages. We want to offer the most creative, stimulating and surprising opportunities that challenges expectations.
* **Authentic**: We aim to represent children from all backgrounds and life experiences and deal with current challenges our audiences meet in their lives. We aim to remove barriers to attendance and strive to offer genuine and inclusive opportunities.

An exciting opportunity is available to join the Board of Trustees at Theatr Iolo as the Chair. This is a voluntary position and further information in regard to duties and the responsibilities of a Chair/Trustee can be found within this pack.

*……………………………………………………………………………..……………………………………………………………………………..……………………………………………………………………………………………………………………………..*

**The Board of Trustees**

The current board comprises of seven Trustees; Chair: Mark Rhys Jones (Lawyer), Laura Drane (Freelance Arts Producer), Paul Scudamore (Retired Architect), Sue Wardle (Business Consultant), Anghard Thomas (Marketing specialist), Sara Lewis (HR specialist) and Evan Williams (Business and Finance Consultant).

Our Trustees come from a wide variety of backgrounds and have a broad cross-section of skills and experience which are beneficial to the management and further development of the business. Trustees meet 4-6 times a year for board meetings, there may also be the need to have smaller sub-committees to provide additional assistance, if required.

Theatr Iolo operates from Market House in Chapter Arts Centre in Canton, Cardiff. We are a not for profit, private company limited by guarantee and a registered charity. The company is revenue funded by Arts Council of Wales.

*……………………………………………………………………………..……………………………………………………………………………..……………………………………………………………………………………………………………………………..*

**TRUSTEES AND THEIR RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **Directing the affairs of the charity** | ▷ Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases. |
| **Benefit of the public** | ▷ Trustees have and must accept ultimate responsibility for directing the affairs of a charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. |

**COMPLIANCE - TRUSTEES MUST:**

|  |  |
| --- | --- |
| **Comply with charity law** | ▷ Ensure that the charity complies with charity law and with the requirements of the Charity Commission as regulator; in particular, ensure that the charity prepares reports on what it has achieved and Annual Returns and Accounts as required by law.  ▷ Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there. |
| **Comply with legislation** | ▷ Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity. |
| **Act with integrity** | ▷ Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets. |

**DUTY OF PRUDENCE - TRUSTEES MUST:**

|  |  |
| --- | --- |
| **Use charitable funds and assets reasonably** | ▷ Ensure that the charity is and will remain solvent.  ▷ Use charitable funds and assets reasonably, and only in furtherance of the charity’s objects.  ▷ Avoid undertaking activities that might place the charity’s endowment, funds, assets or reputation at undue risk.  ▷ Take special care when investing the funds of the charity or borrowing funds for the charity to use. |
| **Ensure that the charity is well run and efficient** | ▷ Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.  ▷ Trustees have and must accept ultimate responsibility for obtaining external professional advice. |

*……………………………………………………………………………..……………………………………………………………………………..……………………………………………………………………………………………………………………………..*

|  |  |
| --- | --- |
| **Remuneration** | ▷ All positions are voluntary but expenses are available. |
| **Person specification** | ▷ Please see attached Person Specification for a Trustee/Chair. |
| **Expression of interest form** | ▷ A short expression of interest form is enclosed in the pack and applicants should use the person specification to assist them to provide the relevant information as part of the expression of interest application. |
| **Return form** | ▷ The form should then be returned to:  Michelle Perez, General Manager  Theatr Iolo, c/o Chapter, Market Road, Canton, Cardiff CF5 1QE  Email to [hello@theatriolo.com](mailto:hello@theatriolo.com) |
| **Informal discussion** | ▷ For an informal discussion about Theatr Iolo and the role of a Trustee/Chair, please contact Michelle Perez on 029 20 61 3782. |