

Trustee, Lantern Arts Centre



The Lantern Arts Centre (LAC) is looking to recruit new Trustees to its Board.

Being a Trustee of the LAC is an exciting and fulfilling role. Individuals are sought who have a strong empathy with our mission to sustain and promote the Lantern Arts Centre for public benefit.

We believe that the most effective Boards are ones which benefit from individuals drawn from a diverse range of backgrounds and who have a wide range of life experiences and skill sets. We are particularly keen to improve the diversity of our trustee board to better reflect our community and as we want to diversify what we offer and who we offer it to. We would, therefore, particularly welcome applications from people of colour, people of all ages, genders and sexual orientations, people of all faiths or none, people of all gender identities and people who identify as having a disability.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the charity's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The LAC is a Company Limited by Guarantee. The financial liability of individual Trustees is limited to £10.

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed. We may be able to meet reasonable childcare expenses.
Location	The Lantern Centre, Tolverne Road, London SW20 8RA
Time commitment	Six Board meetings per year, plus additional time for completion of duties and membership of any subcommittees
Reporting to	Board of Trustees (Executive Committee)
Term of office	There is no fixed term of office, but there is an annual opportunity to review whether you wish to stand down or continue in the role.
Induction	The Board of Trustees will support new Trustees with an induction to the duties and expectations of a LAC board member. We will buddy you with an existing Trustee if you are new to the role.

About the Lantern Arts Centre

The LAC was established in 1994 as a venue for the community of Raynes Park, London SW20, and beyond, where people of all ages and abilities can learn and develop performance arts and related skills of all kinds. As part of the Lantern Centre we work in close relationship with the Lantern Methodist Church. Our income is principally derived from ticket sales, class fees, lettings income and donations. The LAC currently employs an Artistic Director and a Marketing & Centre Assistant, both on a part time basis, and receives contract services from an Operations Manager, Children's & Youth Theatre Club Co-ordinator and others. We stage two to three large scale main house productions each year and maintain a year-round series of classes and events. Attendance at LAC events exceeds around 16,000 people annually. For more information on what we do please visit our website at www.lanternarts.org

Our Mission & Aims

As set out in our Articles of Association the overall objective of the charity is “to promote the advancement of the arts and culture for the benefit of the public, particularly but not exclusively within the Raynes Park community of Southwest London. Having a strong Christian ethos and working in a mutually beneficial partnership with the Lantern Methodist Church, it seeks to include members of the local community, of all ages and abilities, as cast, crew and audience members in theatre, music, film, dance, exhibitions and other forms of artistic expression.”

Within this overall objective the Arts Centre has four specific aims which relate to:

1. Serving people in the local community
2. Developing the wider vision and capability of the LAC
3. Securing financial stability for the LAC
4. Securing medium/long term tenure on the facilities the LAC requires

Role Description & Principal Duties

The principal role of a Trustee is to ensure that the LAC fulfils its duty to our beneficiaries, remains focused on our vision, works towards our mission and upholds our values. Collectively with all other Trustees they are required to hold the charity “in trust” for current and future beneficiaries. All trustees, need to be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Together with the other Trustees the statutory duties of a LAC Trustee, are:

- Ensuring the charity complies with its governing document and pursues its objectives as defined in our governing document, as outlined above.
- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these. This includes contributing to setting overall policy, defining goals and setting targets and evaluating performance against these agreed targets.
- To have responsibility for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Ensuring the financial stability of the charity and the proper investment of the charity’s funds.
- Ensuring the charity applies its resources (finances, people and other assets) exclusively in pursuance of its objectives.
- Ensuring the effective and efficient administration of the charity, principally through the effective management and support of our staff team.
- Ensuring that the charity’s governance is of the highest possible standard.
- Safeguarding the good name and values of the LAC.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

(As stated in gov.uk/CC30)

In addition to these statutory duties, any Trustee at the LAC is also required to:

- Attend Trustee meetings which take place approximately every two months and to contribute to the work of a sub-committee.
- Uphold and promote our ethos and values.
- Make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. All Trustees are required to respond to critical incidents and planned support asked for by staff or leaders, within which your skills may be required depending on your availability or if necessary for the Trustees to fulfil their legal obligations.

The LAC operates in accordance with the statutory employment duties under the Equality Act 2010 with regard to employees and volunteers. References will be required.

Person Specification

The Board of Trustees is looking for individuals with the following lived experience, skills, knowledge and understanding:

An acceptance and willingness to learn the legal duties, responsibilities and liabilities of Trusteeship	Essential
Ability to build relationships with key stakeholders and colleagues to support the charity objectives	Essential
Ability to demonstrate sound, independent judgement, strategic vision and effective decision making	Essential
Understand impartiality and fairness and be able to respect confidences	Essential
Enjoy working as a member of a team	Essential
Have an understanding of the respective roles of the Chair, Trustees, Operations Manager and Artistic Director	Desirable
Experience of operating within a Board in a charitable, public sector or commercial organisation	Desirable

Prospective Trustees must also be:

- Willing to devote the necessary time and effort to attend meetings as well as use skills and expertise for the benefit of the LAC's vision and mission of sustainability.
- Willing to be reasonably available to staff for advice and enquiries pertaining to your expertise.
- Prepared to make unpopular recommendations to the Board when and if required, and to have a willingness to speak their mind.
- Committed to promoting equality, diversity and inclusion.
- Committed to safeguarding children / young people and vulnerable adults.

The Lantern Arts Centre is committed to the highest standards of safeguarding for children and young people who participate in LAC activities and productions. An Enhanced DBS check will be required for successful applicants. You will be required to disclose any cautions or convictions (even if they are spent), as listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and subsequent amendment, primarily relating to particularly sensitive areas such as work with children and vulnerable adults, work in law enforcement and the legal system, and high-level financial positions.

For more information on the role of a Trustee, visit

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/569550/15_questions_trustees_should_ask.pdf

<https://www.gov.uk/topic/running-charity/trustee-role-board>