



PRODUCTIONS



# TRUSTEE PACK

SHE PRODUCTIONS THEATRE



# INTERESTED IN BECOMING A TRUSTEE?



She Engages Project: Finding Your Voice, 2018 .

## SHE PRODUCTIONS IS LOOKING FOR NEW TRUSTEES TO JOIN THE BOARD

*Are you a people-focused individual who shares our belief in the transformative power of the arts to shape communities?*

If so, we invite you to join our Board of Trustees at She Productions and be a part of our exciting journey ahead!

We are seeking passionate and committed trustees to join our dynamic and inclusive board.

We welcome Trustees from all backgrounds and areas of expertise, including **charity law** and **diversity & inclusion, finance, marketing, fundraising**, or anyone with **a unique perspective and transformative thinking**.

# ABOUT US

As a small Charitable Incorporated Organisation (CIO) located in the East Riding of Yorkshire, we rely on the diverse skills and life experiences of our Trustees to help us face challenges and embrace opportunities for growth. Our mission is to educate, collaborate, and amplify the voices of women in the arts by developing and producing vibrant original theatre driven by the female voice, alongside original family musicals that aim to educate and entertain young audiences, and accessible and bespoke outreach programmes that serve local communities.

As a Trustee, you will support and inspire our Executive Team and enhance our charity's social impact and resilience. Together, we can create a world where women's voices are heard and celebrated through the power of the arts. Join our team of Trustees at She Productions, and help us make a lasting impact in the communities we serve. Apply now to become part of our exciting and meaningful journey!



She Inspires Project: The Fairy Who Fell Off The Christmas Tree Library Tour 2021. Photography Lu Herbert.

# OUR CORE VALUES

Through our commitment to these values, we aim to inspire and uplift our audiences, engage them in meaningful conversations, and empower them to take action towards a more inclusive and equitable society.

## SHE INSPIRES

Our family musicals use original script, live music and vibrant sensory-based design to inspire younger audiences to enjoy theatre for the first time in an inclusive, informal environment.

## SHE EMPOWERS

All new work is driven by Northern female voices to empower and create a platform for these, often unheard, artists.

## SHE ENGAGES

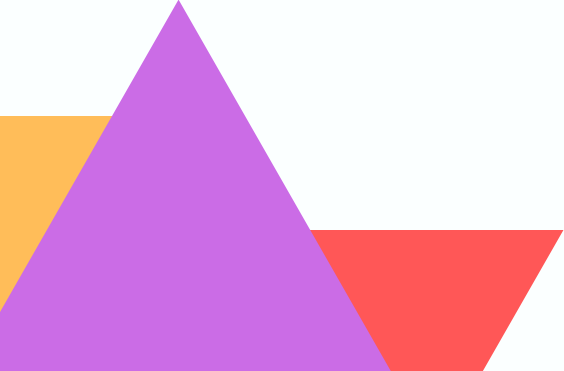

All our programmes are bespoke to each group and engage participants through drama-based learning to encourage the discovery of personal creative expression.

# KEY POINTS

- Trustees are volunteers who do not receive payment (although travel expenses may be reimbursed).
- Each Trustee brings their own unique skills and expertise to the organisation, which can range from fundraising to building relationships.
- Trustees are encouraged to attend performances, projects and events as often as possible.
- Our Board meets four times a year, either in person or virtually. Trustees are also expected to serve on our subcommittees including the Board's Governance and/or Oversight Groups.
- As a people-focused organisation, we believe that building strong relationships and fostering a sense of community is essential to our success. In addition to our Board meetings, we organise social events throughout the year to provide an opportunity for our Trustees and Executive Team members to bond and connect with each other on a personal level. We value the diversity of our team and believe that coming together in a social setting helps to strengthen our working relationships, improve communication, and enhance collaboration. Therefore, we ask that our Trustees share our commitment to attending these events as an important aspect of being part of our people-focused organisation.

# KEY POINTS



- We at She Productions are dedicated to creating a diverse, equitable, and inclusive organisation where all individuals feel a sense of belonging. We believe that diversity in our Board is crucial to achieving our mission, and we welcome applications from individuals who bring a range of experiences, perspectives, and identities to the table. We recognise that systemic barriers exist that prevent some individuals and groups from accessing leadership positions, and we are committed to dismantling those barriers.
  - We are dedicated to promoting diversity within our work, and therefore, we strongly encourage individuals from underrepresented groups, including people of all gender expressions, to apply for positions on our Board. Our ultimate objective is to establish a Board that accurately represents the communities we serve, and we are actively striving to cultivate an inclusive and hospitable environment for all Board members. We firmly believe that diversity, equity, inclusion, and belonging are fundamental values that should be integrated into our organisational culture. If you share our passion for promoting diversity and are enthusiastic about becoming a member of our Board, we warmly welcome you to apply.
- 
- 

# ROLE OF TRUSTEE

Key responsibilities include:

- Ensuring that the charity is carrying out its purposes for the public benefit, as set out in its governing document.
- Complying with the charity's governing document and relevant laws and regulations.
- Acting in the best interest of the charity, prioritising its goals and objectives above personal motives or competing interests.
- Managing the charity's resources responsibly, ensuring that it is financially stable and sustainable.
- Ensuring that the charity has appropriate policies and procedures in place for areas such as risk management, safeguarding, and fundraising.
- Providing strategic leadership and direction to the charity, setting and reviewing its objectives and plans.
- Monitoring and evaluating the charity's work and impact, and making adjustments where necessary.
- Ensuring that the charity is accountable to its beneficiaries, supporters, and the wider public, through regular reporting and engagement.
- Supporting the Executive Team, freelancers, and volunteers, ensuring that they are adequately trained and supported to carry out their roles.



# ROLE OF SECRETARY

The Secretary of the Trustees will play a vital role in ensuring the smooth running of our organisation. Key responsibilities include:

- Organising and coordinating board meetings, including venue arrangements as necessary. Trustees should be provided with meeting dates one month in advance.
  - Compiling and circulating meeting agendas and papers to Trustees, in liaison with the Chair of Trustees and Co-Artistic Directors. Agendas should be circulated no later than two weeks before the meeting date.
  - Taking accurate minutes of trustee meetings and circulating them to all relevant stakeholders, including the Executive Team, within one month of the meeting date.
  - Maintaining lists of agreed actions from Trustee meetings and following up with Trustees between meetings to ensure progress is made.
  - Maintaining a list of agreed actions decided between Board meetings, via the charity's Project Management Platform, Trello, and presenting these at Board meetings for formal agreement.
  - Organising the review and approval of policies and procedures by the Trustees, as required.
  - Performing other applicable responsibilities as deemed appropriate by the Chair of Trustees and Co-Artistic Directors.
- If you are highly organised, with excellent communication skills and a keen eye for detail, we would love to hear from you.



# HOW TO EXPRESS YOUR INTEREST:

The deadline for expressions of interest is **22nd May 2024**.

- Please send your CV and a covering letter outlining why you would like to join She Productions' Board of Trustees.
  - Please also complete our anonymous Equality and Diversity Monitoring Form: <https://forms.gle/XxL6atDMKCPSake48>
  - If you would prefer to supply a video instead of / as well as a CV and cover letter, you are welcome to submit a 2-3 minute video.
    - Email your application to: **Board@sheproductions.co.uk**
- We'll acknowledge receipt of all applications and will let you know if we'd like to arrange an interview. Interviews will be taking place 5th-7th June.
- If you would like an informal conversation before applying, our Co-Artistic Directors are available.

Jess Duffield, Annie Kirkman & Alice Palmer  
[admin@sheproductions.co.uk](mailto:admin@sheproductions.co.uk)



# MORE INFO

For more information about the roles and responsibilities of a charity Trustee please use these very helpful resources:

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

<https://www.gettingonboard.org/free-resources-for-aspiring-trustees>

<https://www.ncvo.org.uk/help-and-guidance/governance/responsibilities-for-boards/the-legal-duties-of-trustees/#/>

