



## **Treasurer (trustee) application pack**

Thank you for your interest in becoming a trustee board member with SLiDE.

In this pack you will find further information about our company, the role description, person specification and how to apply. We hope this provides you with an insight of who we are and what it might be like to be part of our board.

Current board members:

Georgia Akbar: Inclusive Artist and Facilitator

Genevieve Binefa: Treasurer, Charity Head of Finance & Operations

Melanie Hall-Judd: Deputy Head Teacher Priory School

Peter Laycock: Chairperson, Arts Participation Specialist

Matthew Lee: Representative of the local learning disabled community

Angela Uduehi: Administrator and parent of a SLiDE member

We are committed to building a diverse and inclusive organisation. This includes our board meetings which are accessible with an inclusive and open space for discussions. We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. We are happy to discuss any reasonable adjustments you may require as part of the recruitment process and during board meetings.

We very much look forward to receiving your application and if you would like to discuss the role before applying please feel free to contact us: [info@slidedance.org](mailto:info@slidedance.org)



In 2023, SLiDE will celebrate 10 years as a leading inclusive dance company based in Croydon. SLiDE has developed into a community of dancers, musicians and creatives. This development has taken place through key collaborations and partnerships, all working towards removing barriers to participation. Annually we engage approximately 300 disabled and non-disabled people, aged between 5-95, as participants, artists, practitioners and audience members, in schools and community settings.



SLiDE is a registered charity and company limited by guarantee overseen by a board of trustees. The company is led by a freelance office team Gemma Coldicott (Artistic Director), Deborah Davis (Finance Manager) and Anna Quiney (Project Manager). The creative team of Practitioners, Assistants and volunteers run the regular classes and projects. SLiDE is an associate company at Fairfield Halls and works in partnership with Club Soda, TURF Projects and Croydon Mencap.

Board meetings take place at least 4 times a year, generally a Monday evening, in-person or occasionally on Zoom.

**Term of office:** 3 years, with the option to extend for a further term in agreement with the board.

The trustees are responsible for ensuring the company delivers on the SLiDE organisational plan, helping us realise our artistic vision, mission and values in which inclusivity and best practice is of paramount importance.

**Fee:** This is a voluntary position but out of pocket expenses will be reimbursed. This includes travel and childcare costs.

### **Role Description:**

- Attend at least 3 meetings a year and play an active part in discussions and deliberations
- Provide leadership and direction for SLiDE
- Ensure that SLiDE has a clear mission, vision and strategic direction and is focused on achieving these
- Ensure that SLiDE pursues its objects as defined in the governing document
- Be responsible for the effective performance and management of SLiDE
- Ensure that SLiDE complies with all legal and regulatory requirements, the objects of the charity, the governing documents and policies
- Ensure that SLiDE's governance is of the highest possible standard
- Use own skills, knowledge and experience to help the board reach sound decisions
- Take the lead in any activities where the trustee has special knowledge
- Avoiding any conflict of interests
- Undertake an ambassadorial role for SLiDE

### **Responsibilities and duties:**

Specific to the treasurer role:

- Ensure SLiDE's financial viability by ensuring that the financial resources of the organisation meet its present and future needs and that the charity has an appropriate reserves policy
- Chair the finance sub-committee responsible for overseeing financial management of SLiDE
- Contribute to and approve the annual budget and monitor progress against it (quarterly)
- In collaboration with the Finance Manager, report on the finances at trustee meetings
- Contribute to the finalising of the annual financial statement and trustees annual report

- Complete the annual return on the charity commission website
- Ensure that the charity has appropriate financial and other internal controls
- Ensure that SLiDE's risks are appropriately identified, managed, mitigated and/or controlled
- Keep the rest of board informed about its financial duties and responsibilities
- Support the Finance Manager in relation to any financial queries from staff and stakeholders
- Process invoices and expenses on a monthly basis for the Artistic Director and Finance Manager

#### General trustee responsibilities:

- Approve the organisational plan (annually) and monitor progress against it (quarterly)
- Ensure that SLiDE accounts for its activities to its funders, the relevant Charity Regulators, its members, the local community and others
- Ensures that the major risks to which SLiDE is exposed are reviewed annually and managed
- Contribute to and approve relevant policies
- Ensuring compliance with SLiDE policies and the governing document.
- Ensure that SLiDE fulfils its responsibilities as a good employer and is an effective manager and supervisor of staff and volunteers
- Ensure activities are appropriately insured and risk assessed
- Reflecting annually on the board's performance and your own performance as a Trustee
- Ensure that major decisions and policies are made by trustees acting collectively.

#### Person specification:

- Qualified accountant or currently holds a leading finance role in a charity or arts organisation.
- Commitment to the ethos and vision of SLiDE.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Abiding by Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## How to apply:

For further information and send applications to: **info@slidedance.org**

Please send the following:

1. A covering letter (no more than one side) OR a video/audio recording (no longer than 4 minutes) that details your interest and suitability for the role. As a guide:
  - Why would you like to join the board?
  - What skills or experience will you bring to the board?
  - Details of two referees (to be contacted after the interview stage)
2. Your CV
3. A completed monitoring form here  
<https://forms.gle/UCH6Vy5M1YHpygyH7>

Closing date for applications: 12th August, 5pm

Next stage: invitation to an interview

Thank you for your interest we look forward to hearing from you

