



Job Description – Member of the Board of Trustees

Candoco Dance Company

Established in 1991 by Celeste Dandeker-Arnold and Adam Benjamin, Candoco Dance Company is a repertory dance company employing a diverse range of disabled and non-disabled artists. We position ourselves at the forefront of current and future thinking around contemporary dance and disability-inclusion and hold an internationally recognised reputation as a world leader in inclusive practice as best practice.

We celebrate ability and diversity to enrich and develop our art form. Through our bold and distinctive productions and rigorous learning programme, we offer our audiences, participants and collaborating artists, a diverse range of dance experiences, of the highest quality.

Unafraid to both challenge and embrace the mainstream, we are motivated by questioning what dance can be, who gets to do it, where it takes place and why it matters. We share our expertise, practice and research, feeding into an evolving national and global discourse around an increased disability presence within the arts and society, championing the creative case for diversity.

Over the last 27 years, we have worked with leading choreographers including Javier de Frutos, Hofesh Shechter, Arlene Phillips and Siobhan Davies, performed in the closing ceremony of the London 2012 Paralympic Games, toured to over 64 countries and most recently, performed on Strictly Come Dancing.

The future

Co-Artistic Directors Charlotte Darbyshire and Ben Wright joined the company in 2017, with new Executive Director, Jo Royce, taking up post in October 2018. We have secured Arts Council England National Portfolio funding until 2021/22, and have a comprehensive business plan in place to deliver the fresh artistic vision and strategic energy brought in to the company by the new leadership.

Our next full company commission will be by Theo Clinkard, which will premiere at Warwick Arts Centre later in 2019, with a new duet by New Art Club's Tom Roden planned for Spring 2019. As we head towards our 30th Anniversary in 2021, collaborations are being developed with Royal Opera House and Dance Umbrella, and our partnership with Sadler's Wells continues to thrive.

As a learning organisation, we believe that inclusive practice is best practice. Our youth dance company for 13-25 year olds, Cando2, is thriving and we continue to shape and deliver an extensive programme of bespoke artist development work to offer increased training and employment opportunities for disabled artists.

Being a Board Member at Candoco

You will need to share a passion for our work, and be committed to Candoco being an equal, diverse and inclusive organisation.

Candoco's Board plays a central role in the life of the company and is responsible for guarding the ethos, values, style and purpose of the organisation. It is peopled by expert individuals who are excited to support an ambitious team, and who have an authentic commitment to challenging perceptions of dance and what dance can be.

NB: under Candoco's Articles of Association, being a 'Member', 'Director' and a 'Trustee' is the same thing.

Candoco Dance Company is a Registered Charity (company limited by guarantee - registered in England & Wales No. 2837146 - Charity No. 1040524 with a non-executive Board who are responsible for:

- setting policy
- ensuring sound financial management
- securing the future of the Company through advice on fundraising and networking with senior policy makers
- appointing senior staff
- supporting the senior staff in their activities

Principal duties

- To attend and contribute to four Board meetings, subcommittee meetings if applicable, and one Away Day per year
- To approve the Business Plan, including overall objectives and budgets while delegating implementation to the staff
- To understand the legal and financial responsibilities of Board Members (see below) and to carry out these responsibilities of monitoring and decision-making
- A willingness to contribute to the fundraising targets of the company annually, which could include, attending fundraising events, introductions to potential individual or corporate supporters or a personal donation within his or her means
- To support the Artistic Co-Director's vision, within the context of Candoco's history and identity, and to provide critical oversight with regard to the practical and financial implications of the artistic programme.
- To attend Candoco performances as often as possible
- To support the staff in their activities through attendance at key events and meetings
- To use professional and arts networks for the benefit of Candoco
- To contribute to the recruitment, appointment and appraisal of the organisation's senior staff

Legal & financial duties

- To act with honesty and good faith in the best interests of the Company
- To ensure that the Company acts at all times within the aims set out in the constitution and in accordance with the conditions laid down by any provider of funds or grants
- To ensure that there is no misapplication of any Company property and that all assets of the Company are used for the benefit of the Company

- To avoid a conflict of interest. A Board Member is under a duty to disclose the nature of any interest which or she has in any contract to which the Company is a party
- To ensure that the organisation operates within the limits of its financial resources, actual and expected

Other duties

- To exercise care, diligence and skill in the execution of Board Member duties i.e. that degree of skill which may reasonably be expected from a person of his/her knowledge and experience
- To ensure that the organisation complies with the requirements of the Charity Commission and other relevant legislation, e.g. Health and Safety Regulations

Sub-Committees structure

- Finance Sub-Committee:
 - Meet quarterly, before each full Board meeting, to discuss the Management Accounts in detail
 - Sign-off Annual Accounts
- Fundraising Sub-Committee (currently combined with Finance)
- On occasion, other Sub-Committees will be created in response to organisational need

Person Specification

We are looking for Trustees who:

- Have enthusiasm for Candoco, its artistic work, mission and values
- Have a commitment to diversity and inclusion
- Are strategic and creative thinkers
- Bring good, independent judgement
- Can offer specific expertise and knowledge in relevant fields
- Have good communication and interpersonal skills
- Work effectively as a team member, with respect for others
- Are respected and trusted by other Board members
- Act with impartiality, fairness and confidentiality
- Are not afraid to speak their mind – with tact and diplomacy
- Have the ability to advocate for the organisation
- Can relationship-build for influence
- Have a willingness to learn new skills
- Can commit to the time required and effort into the role
- Understand and accept the legal duties and responsibilities of the role

For further information please see the Charity Commissions guidance on being a Trustee www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3.

Non-attendance of Board Meetings

Regular attendance at Board meetings is the best way to keep abreast of developments in the company. If a Board member is not able to attend for two consecutive meetings the Chair will discuss with the Board member whether they feel able to continue in their role and contribute to the development of the company.

Term of Service

Three-year initial Term of Service, renewable by the re-election process outlined by Candoco's Memorandum & Articles. The maximum Term of Service, is two consecutive terms, or a period of 6 years, at which time a Board Member must take a break of one year before being re-elected.

Pay and Perquisites

Board Members of organisations having charitable status may not receive a salary, fee or other form of remuneration for any of their services to the charity unless agreed by the Board for specific services. This does not, however, affect reimbursement for a Board Member's reasonable and proper out-of-pocket expenses as agreed with the organisation.

Tickets to performances

Board Members are expected to pay for their tickets to Candoco performances, except where the Board member is expected to attend an event and support the company by fulfilling networking duties.

Time Commitment

- The full Board meets quarterly, plus one Away Day.
- Sub-Committees meet in addition to this commitment.
- Ad hoc meetings or conference calls are occasionally convened throughout the year.
- Enquiries from senior management are emailed out to individuals, or the whole Board, on a semi-regular basis and Board Members are expected to respond swiftly.
- It is hoped that Board members will see as much of the Candoco's work as possible each year, and attend events when their schedules allow.

Board Giving

There is an expectation that each Board member will show a public commitment to the Business Plan by philanthropically supporting the charity. This will be a personal decision, and support is expected only at a level appropriate to each individual's means. Board diversity is the key priority at Candoco: access to the Candoco's Board will never be withheld if an appropriately skilled candidate cannot support the charity philanthropically.

Memorandum and Articles of Association

This job description should be read in conjunction with Candoco's Memorandum and Articles of Association (available from the Executive Director), as it sets out the legal status of the company.