

## Buckinghamshire Culture Chair of Trustees – Role Description

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Location:	Buckinghamshire
Time commitment:	Approximately 20 days a year (including four Trustee Meeting meetings a year). This is a part-time, voluntary role, reasonable expenses will be paid.
Tenure:	Term of up to three years, with a maximum of two consecutive terms (may be extended to three if circumstances require).
Deadline for EOI:	9am, 16 <sup>th</sup> September 2024
Start date:	October/November 2024

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### Introduction

Buckinghamshire Culture is an independent charity established to nurture and champion arts and culture in the county. We exist so that more people in Bucks are able participate in quality cultural activities on their doorstep – enabling meaningful experiences that build togetherness, belonging and pride. We provide an invaluable networking and facilitating function for the Bucks cultural sector that underpins delivery, increases opportunities and enhances participation.

We shape collaborative projects that engage communities, putting artists and creatives at the heart of our towns and villages. Our multi-year (2024-26) *Stories* project will deliver participatory events and activities across the county. Our ethos of co-creation will empower communities to work with professional artists to create experiences that are rooted in Bucks. We underpin delivery with invaluable support for organisations and individuals through training opportunities, advice, networking and inspiration. This includes our annual Cultural Conference and regular sector development and networking events. We are just developing a Cultural Awards scheme for Bucks to be launched in Autumn 2024. We advocate for arts, heritage and culture to stakeholders and decision-makers.

Buckinghamshire Culture leads delivery of the Buckinghamshire Cultural Strategy and its strategic priorities, through collaborative, collective programmes. The Buckinghamshire Cultural Strategy can be found here: <https://buckinghamshireculture.org/cultural-strategy/>

### The Role of Chair

Buckinghamshire Culture has two Chairs at the same time, who share the role and jointly support our Director, by joining us you would be entering into a partnership with our charity and our other Co-Chair.

As Chair of Buckinghamshire Culture for three years from Autumn 2024, activities would include:

- Being a champion for culture in Buckinghamshire, the Buckinghamshire Cultural Partnership, the and resulting projects/programmes;
- Defining and articulating the Buckinghamshire Culture vision, acting as an ambassador and maintaining close relationships with key decision makers at a local, regional and national level;
- Ensuring an effective and appropriate model of governance for the charity that is fully compliant with governance requirements;
- Supporting the Director and staff of Buckinghamshire Culture, providing strategic leadership, support and challenge;
- Chairing the Board of Buckinghamshire Culture effectively and efficiently, bringing impartiality and objectivity to the decision-making process;

- Advocating for and championing the Buckinghamshire Cultural Strategy;
- Ensuring that the Board of Buckinghamshire Culture fulfil their duties and responsibilities and work together to provide a clear strategic direction;
- Ensuring, with the Director, that the Board of Buckinghamshire Culture are provided with information so that they are able to fulfil their duties, including being able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks;
- Developing the knowledge and capability of the Board of Buckinghamshire Culture, addressing and resolving any conflicts, and appraising the Board's performance;
- Driving forward planning and a fundraising strategy to enable a sustainable future for Buckinghamshire Culture;
- Representing the Buckinghamshire Culture at external functions, meetings and events;
- Addressing any potential conflicts within the Partnership and with external stakeholders.

### Person Specification

Qualified by experience, the Chair is likely to have/have had a role(s) at a senior decision-making level in other relevant organisations, and ideally will have been a Board member. They will have;

- A passion for culture and creativity and the transformative role it can play in people's lives;
- Commitment to the purpose and values of Buckinghamshire Culture and the role of culture for societal good;
- Proven and demonstrable leadership skills;
- Enthusiasm, integrity, strategic vision and good independent judgement;
- A willingness to devote the necessary time and effort to their duties as Chair;
- An ability to take strong decisions for the good of Buckinghamshire Culture;
- Excellent interpersonal and communication skills;
- Tact and diplomacy;
- Willingness to speak their mind as well as listen to the views of others;
- An ability to work effectively as a member of a team of experienced and independent individuals giving their time as Trustees.

To apply for the role of Chair, please provide:

- Your CV;
- A supporting statement (of no longer than two pages) explaining how you believe your skills and experiences match the requirements of the role, directly addressing the person specification;
- Details of two referees (these will not be contacted without your prior knowledge and consent)

**Applications should be emailed to our Director, Lallie Davis – [Lallie@buckinghamshireculture.org](mailto:Lallie@buckinghamshireculture.org) by 9am, 16<sup>th</sup> September 2024.**

If you would like an informal discussion about the role, please contact Lallie Davis (email: [Lallie@buckinghamshireculture.org](mailto:Lallie@buckinghamshireculture.org)) to arrange a time to speak with either herself, or one of our Co-Chairs.