

BOARD MEMBER RECRUITMENT PACK



BOARD OF DIRECTORS - VACANCY

Vacancy Details	
Vacancy Title	Board Member & Non-Executive Director
Employer Name	Resource Productions CIC
Employer Address	27 Church Street, Slough, SL1 1PL
Role summary	To support the CEO and Senior Leadership strategically, without responsibility for daily management of the company. To provide representation and insight for external assessors and funders including OfSTED, Arts Council England, British Film Institute and National Lottery.
What we are after	Up to three individuals who have the time, networks, professional experience and passion to help support & shape the future of our organisation in a voluntary capacity as a company Director.
Expenses	This is a voluntary role, with a nominal expenses budget of £220/day towards out-of-pocket receipted expenditure, and/or loss of earnings. Up to 6 days/year.
Commitment	Four two-hour online board meetings per year; Jan, April, Jul & Oct. Two training days per year & optional industry events. We ask Directors to commit for a minimum of 36 months (3 years).
Selection procedure	Shortlisted applicants will be invited to interview by a recruitment panel. Where appropriate they may be invited to a Board meeting as an 'Observer' to see what's involved and formally present themselves and reasons for wanting to join. The board will vote privately and notify the applicant of the outcome, subject to employment checks & two references.
Induction	Potential Directors will receive full induction & governance training upon appointment. See here our Safeguarding & Safer Recruitment Policies.
About the Candidate	
Skills required	Prior experience as a board or committee member. Professional experience and expertise in Creative Industries, Finance, Law, Business and Enterprise, Education and Training, Youth Voice or Inclusion.
Qualifications required	No formal qualifications, but you must be prepared to review lengthy reporting documents in advance of each Board meeting. We are committed to safeguarding young people and vulnerable adults. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check
Personal qualities	Ability to work as part of a diverse team, encouraging and motivating hardworking employees, whilst also highlighting areas for improvement by offering practical suggestions and solutions.
Additional Detail	
Reality Check	You will act as a figurehead for the organisation and will be publicly associated with our work. You will need to believe in what we do and be willing to represent us and raise awareness of our work.
How to Apply	
Register with us	https://resource-productions.co.uk/register
Express interest	dom@resource-productions.co.uk
Please send	CV/Bio & letter or link to a video explaining why you want the role
No later than	Monday 12th August 2024, 1pm
You must be free	Wednesday 9th October 2024, 5pm to 6:30pm



BOARD TERMS OF REFERENCE

1. Policy Statement

The role of the Resource Productions Advisory Board of Directors (“the Board”) is to provide strategic support to ensure that Resource Productions CIC is successful in its aims. The Board will encourage and champion the company to enable social change through art and film, whilst diversifying the creative industries.

2. Membership

The Board is comprised of five to nine members including those with experience of:

1. Creative
2. Financial
3. Legal
4. Business and Enterprise
5. Education and Training
6. CEO

The Board is keen to ensure it reflects the beneficiaries it serves and will add to the above as and when needed in areas including youth voice and inclusion.

Other people may be invited by the chair to attend all or part of any meeting.

The Head of Training & Head of Production may attend at the request of the CEO.

3. Responsibilities

The main purpose of the Board is to:

- Provide advice and support to the CEO regarding delivery of the business plan.
- Work with the CEO to pressure-test strategy, interrogate the budget and review plans.
- Act as a sounding-board for the CEO to discuss nascent commercial, business and creative thoughts.
- Scrutinise funding commitments and responsibilities.
- Ensure the organisation, its partners and funders are not brought into disrepute.
- Provide thought leadership.

The membership of the Board will commit to:

- Attend all scheduled meetings.
- Wholeheartedly champion Resource Productions CIC, and advocate on its behalf as appropriate.
- Share all communications and information across all Resource Productions CIC Board members.
- Make timely decisions and take action so as to not hold up any creative or commercial project.
- Notify other members of the Resource Productions CIC Board, as soon as practical, if any matter arises which may be deemed to affect the development of the company.

Members of the Board will be:

- Treated at all times with respect.
- Provided with complete, accurate, and meaningful information in a timely manner.
- Given reasonable time to make key decisions.
- Alerted to potential risks and issues that could impact a project as and when they arise.
- Entitled to open and honest discussions without resort to any misleading assertions.

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4. Appointments and Terms

- Advisory positions are voluntary ones.
- Advisory appointments will be for a three-year term.
- A Board Member may be re-appointed for an additional term by board agreement.
- Board Members are able to resign at any time from their position.
- When a resignation takes place, the Board can decide to replace or not replace the position.

5. Meetings

- All meetings will be chaired.
- The Board will meet quarterly or as required by the chair.
- Meetings will be held in person or via a video conferencing platform.
- Notice of each meeting confirming the venue, time, and date will be sent to all members of the Board at least three months in advance of the meeting.
- Each meeting will have a formal agenda. The agenda of items to be discussed, plus supporting papers will be sent to all members of the Board, and any other person required to attend, no later than five working days before the date of the meeting.
- All meetings will have minutes taken, with key decisions and action points noted. Minutes will be distributed post each meeting's completion.
- Board members will receive papers to pre-read at least five days before each meeting.
- Each meeting will last between 1 and 2 hours.
- A meeting quorum will be 3 Board Members.

6. Conflict of Interest

- Any member of the Board who has a material interest relating to any decision to be made by the Board must declare his interest before the item relating to that decision is discussed.

7. Terms of Reference Review

The Terms of Reference of the Board will be reviewed every three years. They may be amended, varied, or modified in writing after consultation and agreement with the Board.

This policy was approved by the Resource Productions CIC Board of Directors

Date of Board Meeting: 10th April 2024

Signed on behalf of the board by: Dominique Unsworth, CEO

A handwritten signature in blue ink, appearing to be 'D. Unsworth', is written over the text 'Signed on behalf of the board by: Dominique Unsworth, CEO'.

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ROLE DESCRIPTION & PERSON SPECIFICATION

Job Title	Board Member & Non-Executive Director
Grade	Strategic
Main purpose of role	To support the CEO and Senior Leadership strategically, without responsibilities for daily management of the company. To provide representation and insight for external assessors and funders including Arts Council England, the British Film Institute and the National Lottery.
Key Objectives	
1 Independent oversight	Independent judgement, personal input and professional opinion on strategic planning, financial management, quality assurance and decision making.
2 Contribute to strategy	Constructively challenge and contribute to business plans and programme development, bringing a solutions-focused attitude.
4 Representation	Attend key events and launches, be visible and vocal about the work we do. Provide quotes and public support for reports and PR as needed.
5 Creating connections	Provide personal and professional contacts for the organisation. Connect RP with useful allies, partners, funders, investors and collaborators.
6 Specialist knowledge	Contributing with expert knowledge, for example; Creative, Financial, Legal, Business and Enterprise, Education and Training, Youth Voice or Inclusion.
7 Time	Four two-hour online board meetings per year – April, July, October, January. Two training days per year & optional events. We ask Directors to commit for a minimum of 3 years.
8 Legal responsibilities	You will be registered at Companies House as a company Director. You will be listed on the company bank account as a person of significant control (PSC) and required to undergo financial safeguarding checks. Note we do carry Management Liability Insurance.
9 Remuneration	This is a voluntary role, with a nominal expenses budget of £220/day per Director towards out-of-pocket expenses and/or loss of earnings. Up to 6 days/year.