



ARTLINK BOARD - JOB DESCRIPTION

1. BACKGROUND

Artlink is a Scottish Charity and a company limited by guarantee.

As well as being non-executive directors of the company, board members are also trustees of the charity. Board members have the duties of directors under general company law and also the law which relates to charitable trustees.

2. THE BOARD

The Board is made up of all the non-executive directors of the limited company, but others, such as members of staff and funders' representatives, attend the board meetings.

The Board meets at least four times a year, but more often if necessary.

To help them in their work, the Board may decide to set up sub-committees and/or working groups which may include Board members, senior staff and others whose skills or knowledge may be useful.

3. GENERAL PURPOSE

The general purpose of Board members is to take an active part in:-

- setting the strategic direction of Artlink
- setting overall policy for Artlink
- setting objectives for Artlink and evaluating progress in relation to these
- being the guardians of the values and the reputation of Artlink

4. TASKS

Board members are expected to:-

- Attend Board and other relevant meetings, having done any necessary preparation to help them to take full part in the business of the meeting.
- Play their part in sub-committees, working groups and training and development events.

Artlink
13a Spittal Street
Edinburgh EH3 9DY
T: 0131 229 3555
F: 0131 228 5257
E: info@artlinkedinburgh.co.uk

Artlink Edinburgh & the Lothians is
Registered in Scotland No. 87845
with Charitable status.
Scottish Charity No. SC006845

- Work as a team
- Attend Artlink functions, such as exhibitions and events.
- Be enthusiastic advocates for the work of Artlink
- Take part in fundraising

Take part in regular appraisals of how they are doing and whether there is anything getting in the way of them doing their job as a Board member

5. RESPONSIBILITIES – LEGAL DUTIES

Board members have various legal duties. In practice this means they must make sure that Artlink always works in accordance with charity, company and the general law and that Artlink always works in accordance with its founding documents. In particular Board members must make sure that Artlink:-

- does work compatible with its objects
- uses its resources for activities relating to its objects
- is being managed efficiently
- is financially stable
- ensures that property is protected and managed well and that any funds are properly invested
- complies with the rights of staff, volunteers and other people using Artlink’s buildings and services in relation to Health and Safety, safeguarding, data protection, employment law and anti-discrimination law
- has a Risk Register which is regularly reviewed

Deadline: 14th September 2018 at 17:00

Artlink
13a Spittal Street
Edinburgh EH3 9DY
T: 0131 229 3555
F: 0131 228 5257
E: info@artlinkedinburgh.co.uk

Artlink Edinburgh & the Lothians is
Registered in Scotland No. 87845
with Charitable status.
Scottish Charity No. SC006845