highlights
rural touring scheme

We are seeking trustees for our **Board of Directors**

Highlights Rural Touring Scheme is looking for people to play an important part in supporting the delivery of vibrant, entertaining and thought-provoking cultural activities to people in rural communities across the north of England.

Highlights is supported by:

Supported using public funding by
ARTS COUNCIL ENGLAND

Northumberland County Council

Westmorland & Furness Council

This is a fantastic opportunity to bring your skills, knowledge, experience and passion for the arts to a charity that connects over **65** venues, an army of volunteer promoters and an ever-growing list of artists.

We want to hear from you whether this would be a first trustee role, or you already have experience.

We particularly welcome applications from people with skills in finance and fundraising.

We value fresh perspectives and new ideas as well as experience. So as to ensure as diverse a board as possible we particularly encourage applications from disabled people, people from culturally and socio-economically diverse backgrounds, young people and people who identify as LGBTQIA+.

Cinzia Hardy
Chair

Kate Lynch
Artistic Director (CEO)

ABOUT HIGHLIGHTS

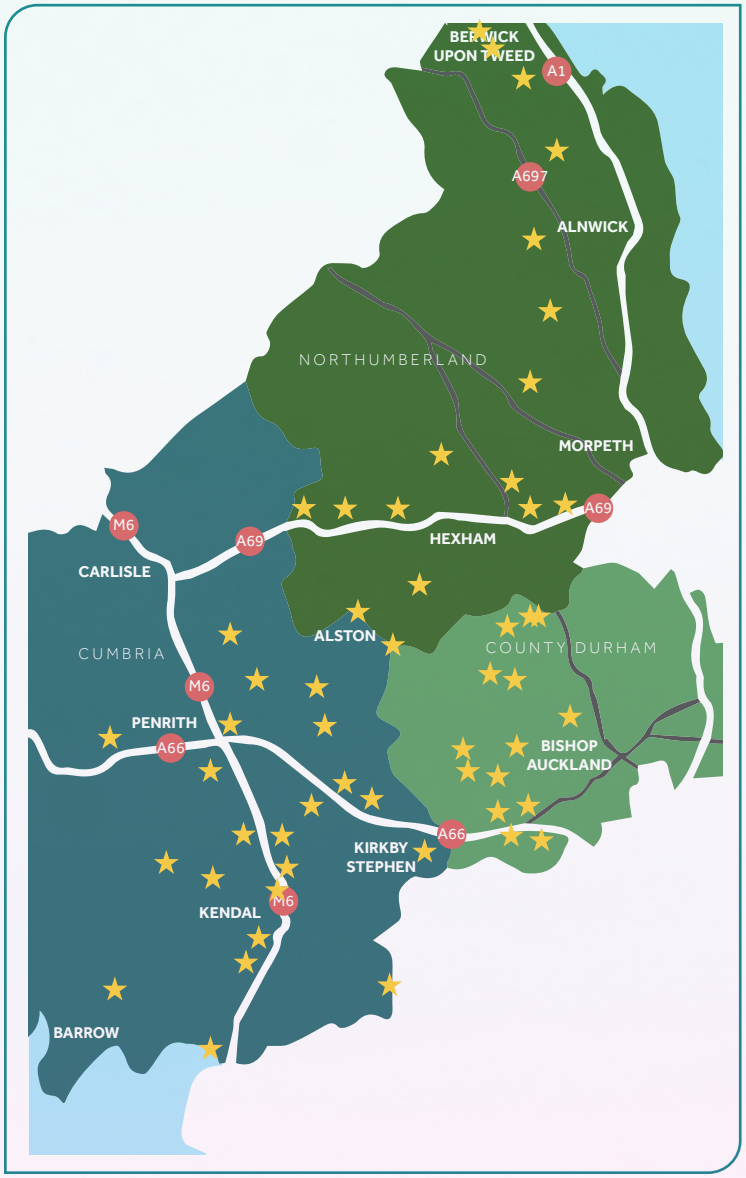
Highlights Rural Touring Scheme is both a company limited by guarantee and a registered charity that was set up originally to work with isolated communities in the North Pennines.

It now works across County Durham, Northumberland and Cumbria (in partnership with Arts Out West) to deliver a collaborative programme of events and activities.

Highlights is funded by and works in partnership with many other organisations, and is an Arts Council England funded National Portfolio Organisation.

OUR VENUES

Highlights works with an army of volunteer promoters from over 65 village halls and community spaces, each venue with its own distinct character, setting and community.



BEING A TRUSTEE

As a Trustee you will ensure that Highlights complies with its governing documents and legal and financial requirements, as well as supporting the company's work and challenging the staff team.

You will bring an external perspective and help the organisation in a way that suits your skills.

The Trustees set the overall direction, approve budgets and support staff and volunteers by talking through new ideas and assessing progress against existing plans.

OUR MISSION

Is to connect artists and audiences though inspirational and entertaining shared cultural experiences. To achieve this we will:

- Engage with a diverse range of artists, companies and creative practitioners
- Support a network of grassroots volunteers to programme varied creative events in village halls and community spaces in Cumbria, County Durham and Northumberland and help them provide great social occasions
- Prioritise communities who have limited access to professional cultural work
- Expand the network, giving greater access to the work and increasing the profile of rural touring across the north of England
- Work with schools and community groups to deliver events and participatory activities

You can find more information about our company's activities at **www.highlightsnorth.co.uk**

MORE INFORMATION

You can find out more about the roles and responsibilities of a charity trustee by reading these resources:

- **The Responsibilities of Charity Trustees**
  Charity Commission leaflet RSI:
  https://www.gov.uk/guidance/charity-trustee-whats-involved

- **The Essential Trustee**
  What you need to know, what you need to do:
  https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

COMMITMENT FROM YOU

- Trustees are expected to attend Board meetings, and periodic away days which focus on longer-term planning.

- The Board usually meets four times a year. Half of meetings are held via Zoom and in person meetings are usually held in Cumbria or Northumberland.

- All trustees are expected to read and respond to papers, including the annual business plan.

- There may be additional time required, either in person or online, for sub-group meetings. These are set according to need. The role of each group is to monitor policy, activity or performance within a given area and report back to the full Board.

PERSON SPECIFICATION

The following are the skills, abilities and experiences that we have identified in the role of the Trustee.

- Commitment to Highlights' mission, values and objectives
- Willingness to devote the necessary time and effort
- Strategic vision
- Ability to think creatively
- Ability to work effectively as a member of a team
- Experience of committee work
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

Not all of these are essential and you may of course have additional strengths we haven't mentioned. We would be interested to hear about these too.

EXPRESS AN INTEREST

We recommend that you have an informal chat prior to applying, please contact Kate Lynch, Director or Cinzia Hardy, Chair -

kate@highlightsnorth.co.uk
or 017683 53954

cinzia@cinziahardy.co.uk
or 07500 057822

REMUNERATION

Trustees are re-imbursed for travel and other out of pocket expenses to attend Board meetings, but the role is a voluntary one.

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HOW TO APPLY

Please send a letter of application and CV to **Jo Cottrell, General Manager**

jo@highlightsnorth.co.uk
putting Trustee Application in the subject line

We welcome alternative forms of application to meet any specific needs that applicants may have.

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