



RECRUITMENT OF NEW BOARD MEMBERS

Board Member role description

Winchester Hat Fair is a phenomenon committed to nurturing and growing the ability of its surrounding communities to celebrate together in public. Its mission is to improve the way people relate to each other and their surroundings. Its vision looks forward over decades and centuries of sustained commitment to making people's lives better through sharing exploration and celebration.

Hat Fair's starting point and its main activity is street arts. Its annual street arts event is now a centrepiece in the region's annual diary and a major player in Europe's street arts sector. Over the last 5 years it has earned an excellent international reputation for its artistic achievements, punching far above its weight and a partner highly valued by larger and better resourced street arts organisations.

To continue its success Hat Fair needs to:

- be visible, transparent and accessible
- be creative and improvise
- take risks
- evolve

Structure

Hat Fair Ltd is a company limited by guarantee and a registered charity. Board members, who are also its trustees, are personally liable to contribute up to £10 each in the case of the company's eventual closure.

Hat Fair Ltd is a member of number of established networks including the British Arts Festivals Association and Without Walls. It receives regular grants from Arts Council England, Winchester City Council and Hampshire County Council.

Board

The Board collectively and individually offers support to the creativity and running of Hat Fair Ltd. All Board members will understand the history of Hat Fair, its vision, its current situation and other issues that may affect the running of the company and its work.

Hat Fair Ltd's Board will be responsible for:

- agreeing Hat Fair's mission, direction and goals
- on the recommendation of the Director of Celebrations approving Hat Fair's programmes; the Board will not make detailed artistic or programming decisions
- Hat Fair's solvency and the efficient use of its resources, agreeing its business plan and financial strategy and approving annual budgets
- appointing the Director of Celebrations on terms and conditions set by the Board and holding her/him accountable for the effective management of the organisation
- setting key performance indicators and monitoring performance against them
- supporting Hat Fair's commitment to taking risks, and to the good management of outcomes

- setting the employment framework for the pay and conditions of Hat Fair's staff and having consulted with them setting rules for their conduct, ensuring there are systems in place to address staff's concerns and deal with any grievances
- ensuring that adequate arrangements are in place to ensure the health and safety of staff and participants in and visitors to Hat Fair events
- ensuring that Hat Fair Ltd complies with the law and Charity Commission requirements and the terms of any of its funding agreements, and observes excellent standards of governance.

Board members will:

- offer a range of expertise to Hat Fair
- assist Hat Fair by attracting potential income streams through personal influence with others (individuals, organisations, companies etc.) or by other means (donations etc.)
- act as an advocate for Hat Fair and its vision, and facilitate introductions to relevant contacts
- provide support and advice to the Director of Celebrations, acting as a critical friend
- attend meetings regularly and participate in working groups, preparing for and participating in meetings
- fully support the majority decision on issues decided by the Board
- avoid conflicts of interest, and promptly disclose any possible conflicts to the Board
- maintain independence and objectivity, and act with a sense of fairness and personal integrity
- maintain confidentiality of the Board's meetings
- exercise their responsibilities in the interests of Hat Fair Ltd and not act as a representative of any other interest or constituency
- bring a sense of humour to all aspects of their role with Hat Fair

Attendance and availability

Board members will be available to take part in Board meetings up to 6 times a year, any extraordinary general meetings, an Annual General Meeting and at agreed away days, working groups or committees. Between the schedule of meetings Hat Fair Board members should be available to the staff team as necessary for advice, guidance, introductions, support in meetings, advocacy and other activity as appropriate. Board members are expected to attend Hat Fair's events.

The role is voluntary, and is expected to need in the region of 70 hours' work each year, much of this being in the evenings and at weekends. This work will include attendance at Hat Fair events and meetings, providing support to the staff team and advocacy for Hat Fair in the great wide world.

The role is offered for offered for a period of 3 years, following which the Board member may be invited to stand for re-election for a second period of 3 years. The maximum term the Board member may serve is therefore 6 years.

Person specification

The appointed Board members will:

- appreciate and be enthusiastic about Hat Fair, its vision and its potential to contribute effectively both to street arts and to the communities living in and around Winchester
- be able and committed to advocate for and/or help bring resources to Hat Fair
- have the skills and attributes to enable them to contribute towards the discharge of the Board's responsibilities

Hat Fair Ltd is committed to building a diverse and skilled Board, to which end we are particularly looking for board members with a range of attributes and one or more of the following areas of expertise:

- street arts in the UK and/or Europe
- education
- financial planning and management
- governance of charities
- fundraising
- communications, brand management and/or PR
- entrepreneurship
- high-level local and regional networks

People are sought to fill two roles in particular: Chair and Honorary Treasurer: details of these two roles are laid out on pages 4 and 5 below. These details are in addition to the general role description laid out above, except that the time commitment projected below is the total time commitment involved in taking on the role.

It is intended that the board will have 5 members in the first instance, 4 of whom will be new. The 5th board member will be Hat Fair's founder, Jonathan Kay, who also serves on a voluntary basis as Hat Fair's Creative Director.

How to apply

If you are interested in applying to be a board member please send by 10am on Friday 22 May a copy of your CV, together with a covering letter or email outlining what you would bring to the role,

to: Sian Thomas
Director of Celebrations
Winchester Hat Fair
5a Jewry Street
Winchester SO23 8RZ
sian@hatfair.co.uk

If you are interested in taking on the role of Chair or of Honorary Treasurer, please make this clear in your covering letter.

If you would like to find out more before applying, please contact Sian Thomas at the address above for an informal discussion.

The Search Committee plans to contact shortlisted applicants by Tuesday 26 May, and to meet with them on the afternoon or evening of Tuesday 2 June.

Chair

Role Description

Overview of the role

The Chair of Hat Fair Ltd is responsible for leading the Board, including:

- ensuring it works efficiently and effectively to fulfil Hat Fair's mission
- effectively chairing Board meetings and appropriate committee meetings
- in consultation with the Director of Celebrations, setting the agenda for Board meetings
- ensuring that the Board, its committees and Board members fulfil their responsibilities
- representing the Board to external stakeholders, staff and other bodies
- acting on behalf of the Board as appropriate between meetings.

The Director of Celebrations reports to the Board through the Chair, who sets her/his objectives within the strategy set by the Board and appraises and supports her/him.

The role of the Chair is voluntary, requiring a variable time commitment averaging around 120 hours a year, often in periods between 1 and 3 hours, either in the daytime or during the evenings.

Job Specification

The principal responsibilities of the Chair are:

Leadership

- To lead the Board, collectively and individually
- To ensure that the Board nurtures Hat Fair's vision and ethos
- To ensure that the Board fulfils its responsibilities for Hat Fair
- To enable all Board members to make a full contribution to the Board's affairs and work as a team
- To act as a critical friend to the Director of Celebrations

Accountability

- To ensure that the key issues are discussed by the Board in a timely manner and with the appropriate information to support decisions
- To ensure the Board fulfils its responsibilities under Company and Charitable law.
- To ensure the Board is enabled by the staff to fulfil all its responsibilities, including for instance:
 - that all Board members receive a full induction and a regular updating of their knowledge about Hat Fair and its work
 - that Board members receive all due information in a good and timely manner
- To set objectives for, appraise and support the two (?) senior members of staff

Advocacy

- To represent Hat Fair externally and to promote its interests in all appropriate fora
- To share in fund-raising for Hat Fair
- To represent the Board to external stakeholders
- To represent the Board to Hat Fair's staff

Any other responsibilities that may reasonably be required of the Chair by the Board

Person specification

The successful candidate will be a passionate and effective champion of Hat Fair and its work:

- a committed champion of Hat Fair's 'big picture' with the ability to think and act strategically, delegating day-to-day concerns to the executive
- effective in working in a voluntary, non-executive role
- able to chair meetings effectively
- having a good understanding of governance of charities and basic financial management
- an excellent communicator with good inter-personal skills
- sensitive to the professional and personal pressures that affect Hat Fair.

Honorary Treasurer

Role Description

Overview of the role

The Honorary Treasurer of Hat Fair Ltd is responsible for advising the Board on Hat Fair's financial planning, management and administration, and ensuring that Hat Fair complies with Company and Charitable law insofar as these impact on Hat Fair's finances.

The role of the Honorary Treasurer is voluntary, requiring a variable time commitment averaging around 100 hours a year, often in periods between 1 and 3 hours, either in the daytime or during the evenings.

Job Specification

The principal responsibilities of the Honorary Treasurer are:

- To ensure that Hat Fair conducts its financial affairs to a professional standard in line with the financial strategy, policies and guidelines set by the Board, including:
 - setting of financial strategy and policies
 - financial planning and budgeting
 - cash flow
 - financial regulations and related administrative procedures
 - preparation and consideration of management accounts no less than quarterly
 - commission of and preparation for external audit
 - annual external audit
 - preparation, approval and submission of annual accounts
 - submission of statutory reports to Companies House and the Charity Commission
- To support and advise the Director of Celebrations and the General Manager on the fulfilment of their financial responsibilities to Hat Fair Ltd, the Board and stakeholders
- To ensure that the Board is appropriately advised on all matters of finance and discharges its financial responsibilities
- Any other responsibilities that may reasonably be required of the Honorary Treasurer by the Board

Person specification

The successful candidate will be an effective champion of Hat Fair and its work, a qualified accountant or equivalent, with good expertise in managing the finances of a small organisation within the framework of Company and Charitable law.