

## Appointment of Chair of the Trustees and an additional Trustee

### Background

Iris Prize Outreach Limited is a charitable company, established in 2012 with the objects to:

For the public benefit to promote the education (including social and physical training) of people in the arts of the moving image and the production of moving image works in such ways as the charity trustees think fit, including by

- a. Awarding to such persons prizes or scholarships to facilitate them in the production of moving image work;
- b. Providing their education (including the study of film, music or other arts) to undertake travel in furtherance of that education or to prepare for entry to any occupation, trade or profession relevant to the film and television production industries.

And

The promotion of equality and diversity for the public benefit by

- a. Working for the elimination of discrimination on the grounds of sexual orientation;
- b. Advancing education and raising awareness in equality and diversity;
- c. Promoting activities to foster understanding between people from diverse backgrounds;
- d. Cultivating a sentiment in favour of quality and diversity.

Building on the success of the Iris Prize LGBT+ Film Festival (which is produced by The Festivals Company) the charity undertakes work with schools and community groups in Wales. In 2016-2019 we ran our first project funded by the National Lottery Community Fund which saw us work with some 36 community groups across Wales to produce 30 short films exploring issues faced by LGBT+ people.

This year we received confirmation that the National Lottery Community Fund were going to fund a second project - *Ffilmiau Cymunedol Iris Community Films* for us.

Berwyn Rowlands is the Chief Executive of Iris Prize Outreach. The charity staff also includes the role of Head of Outreach, a full-time role currently held by Holly Russell-Allison. A growing family of independent contractors and volunteers contribute to our work throughout the year.

The original Trustee board had three members – journalist Andrew Pierce, arts marketing consultant Carol Jones and US-based producer Christopher Racster. Scottish writer and Iris Alum Katie White and musician and singer Heather Small are more recent members. The time is now right for Andrew to step down as our chair so we're looking to recruit a replacement as well as strengthen the board with the appointment of an additional trustee.

Good governance has always been important for the Iris Prize. The organisation looks forward to our 15<sup>th</sup> edition of the annual October Festival in Cardiff at the same time as we recognise that the organisation is now responsible for a year-round programme of work.

### Timetable

April: Publicise that we're looking to fill the role of Chair and find an additional Trustee. **Applications to be received by 5pm BST on Friday 14 May.**

May: Verification and shortlisting of candidates. The shortlisted candidates will be informed on or before Friday 28 May.

June: Interviews – shortlisted candidates will be invited for an interview (likely to be held using a virtual meeting platform such as Microsoft Teams) at a mutually convenient time before 18 June.

We expect to be able to confirm the appointments and make a public announcement in July or early August.

### Board structure:

The Board of Trustees discharge the duties required of them under Charity Law in Wales and England and act as directors of the Iris Prize Outreach Limited company fulfilling the duties defined by the Companies Act 2006.

The Chair is traditionally a public representative of Iris and in addition to chairing meetings of the Board of Trustees, chairs general meetings of the charity, speaks on behalf of the organisation and works with the Chief Executive to ensure the delivery of agreed work.

The Board of Trustees is responsible for approving the annual budget and setting the strategy of the organisation and for overseeing the development and delivery of the Iris Prize LGBT+ Film Festival through the scrutiny of the service level agreement with The Festivals Company.

The Board is expected to meet three times a year:

- In December to receive and the budget for the forthcoming financial year and the confirmed outcomes from the prior Festival;
- In early May;
- In October – usually during the Iris Prize LGBT+ Film Festival in Cardiff.

With the exception of the October meeting, others are likely to be held virtually.

As a charity all Trustees are volunteers. They have a duty to avoid situations where their duties as a trustee conflict with their own personal interests and must act in the best interests of the charity.

### The Chair:

We are looking to appoint someone to the position of Chair for an initial term of three years.

The role of Chair is an active one and you will be called upon both during board meetings and at other times to support the rest of the Board and wider delivery team. There will be an expectation that you will contribute your skills, expertise and knowledge as required. The role of the Chair is to provide strategic leadership and direction to the Board of Trustees.

The Chair's aim is to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the charity. A key responsibility will be to spearhead Iris' fundraising against a substantial target, maximizing benefits from the Board's personal and professional contacts and networks.

Legal Role: with the Trustees you are jointly legally responsible for the charity and must ensure that you

- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure that the charity is accountable

You will be registered with Companies House as a Director of the Company and with the Charity Commission as a Trustee and will be asked to confirm that there is no legal reason that will prevent you from being registered as a Director.

Responsibilities:

- Ensure the charity is carrying out its purposes for the public benefit
- Ensure the charity complies with its governing document(s) and the law
- To bring an external perspective to planning and strategy (expertise, knowledge & skills)
- To provide leadership for the Board of Trustees
- To understand, assess and take strategic risks
- To carry out legal obligations
- To act as an ambassador for the charity
- To act as a spokesperson for Iris where appropriate
- To lead the Board in fostering relationships with potential donors and funders
- To ensure fundraising is seen as a priority and contribute as appropriate

Advocacy:

- To positively promote the organisation and its work at events and personal networks.
- To use your influence to develop and broker new relationships, partnerships and potential supporters of Iris

Person Specification:

Our ideal Chair will be someone who

- Understands of the roles and duties of a charity Trustee
- Can demonstrate an ability to work as part of an effective team of volunteers
- Champions equality, diversity and human rights
- Willingness and availability to represent Iris at events and in the media as required
- Willingness to take active role in understanding and interrogating company finances
- Willingness to contribute to strategy
- Shares Iris' vision, values, and commitment to our mission
- Has a passion for LGBT+ film
- Has availability and time capacity to effectively carry out the role
- Has recent experience of event production and management and fundraising

### To apply for the position of Chair

We are asking candidates to apply via an online form which can be accessed here:

<https://forms.office.com/r/7kHQ6P8kie>

Before you complete the form you may find it useful to prepare responses to the following questions which invite narrative answers:

1. Please give a concise statement outlining why you are applying;
2. From your experience what are the points event managers should take into account when evaluating success?
3. Please tell us about a volunteer role you've previously held. We're interested in understanding how you led and influenced the group and about any successes you were involved with;
4. Please tell us about an LGBT+ film you've seen recently. What did you (or not) like about it?

We will also ask you to send us a copy of your CV, preferably as a .pdf file.

### Trustee:

We are also looking to appoint an additional Trustee, for an initial term of three years. Having regard to the experience and interests of our existing Trustees we would particularly welcome candidates who have lived experience in the LGBT+ communities and are familiar with the business of film production or exhibition.

**Legal Role:** with the Chair and other Trustees you are jointly legally responsible for the charity and must ensure that you

- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure that the charity is accountable

You will be registered with Companies House as a Director of the Company and with the Charity Commission as a Trustee and will be asked to confirm that there is no legal reason that will prevent you from being registered as a Director.

### Responsibilities:

- Ensure the charity is carrying out its purposes for the public benefit
- To bring an external perspective to planning and strategy (expertise, knowledge & skills)
- To act as an ambassador for the charity

### Advocacy:

- To positively promote the organisation and its work at events and personal networks.
- To use your influence to develop and broker new relationships, partnerships and potential supporters of Iris

### Person Specification:

Our ideal candidate will be someone who:

- Understands of the roles and duties of a charity Trustee
- Can demonstrate an ability to work as part of an effective team of volunteers
- Champions equality, diversity and human rights
- Is willing to contribute to strategy
- Shares Iris' vision, values, and is committed to our mission
- Has a passion for LGBT+ film
- Has availability and time capacity to effectively carry out the role
- Has experience of engaging and growing audiences
- Has experience of managing or developing film or television production finance

### To apply for the Trustee vacancy

We are asking candidates to apply via an on-line form which can be accessed here:

<https://forms.office.com/r/7kHQ6P8kie>

Before you complete the form you may find it useful to prepare responses to the following questions which invite narrative answers:

1. Please give a concise statement outlining why you are applying;

2. What you think is the most significant challenge for building audiences for LGBT+ film in the next three years? How could Iris meet this challenge?
3. Please tell us about a volunteer role you've previously held. We're interested in understanding how you worked with the group and about any successes you were involved with;
4. Please tell us about a memory you've made at an LGBT+ film festival or similar event. What contributed to making that memory and how did the event organisers facilitate that?

We will also ask you to send us a copy of your CV, preferably as a .pdf file.