



**Highlight Arts - Trustee Nomination Pack**  
August 2016



Highlight Arts trustees and staff, December 2015

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## **1. Introduction**

Highlight Arts has a committee of three trustees and we are seeking to recruit more to support this dynamic and creative organisation. This pack outlines the role and responsibilities of a Trustee, specifies what is involved and includes a nomination form to submit your application.

Based in Scotland and operating internationally, Highlight Arts creates new narratives through personal interactions, collaborations and exchange in the context of conflict: inequality, prejudice, war or environmental disaster.

We organise festivals, curate new artistic collaborations and generate new work. Established in 2007 as Reel Festivals we became Highlight Arts in 2014.

We have a track record of delivering highly engaging, provocative work, using all forms of the arts to explore pressing and contemporary geo-political issues, working with innovative and progressive artists from at the UK and abroad.

More information can be found on our activity at our website: <http://highlightarts.org>

### **Legal form**

Highlight Arts is an SCIO (a Scottish Charitable Incorporate Organisation) our registration number is SC044516 and we were registered on 12th December 2013. Before that we operated under 'project status' with the charity Firefly International.

More details of the charity, our objects and returns can be found on the SCIO website here: <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC044516#results>

### **Organisational context**

Highlight Arts has a ten-year record of delivering diverse and challenging projects, ranging from small, one off events to extended, multi-national programmes.

We currently have active projects in Pakistan and the Arctic and continue to develop new ones, including working with partners to host an 'at-risk' artist in Edinburgh.

The employment of Amy Walker as Executive Director in May 2016, marks a transition to a new organisational structure in order to assist Highlight Arts in expanding its capacity and deliver more high quality projects, events and festivals. The expansion of the board and the recruitment of new trustees will assist this process of development.

## People

Highlight Arts is an organisation based on non-hierarchical, collaborative and co-operative values. The organisation is led by Executive Director Amy Walker and a board of trustees. Producer members act as project coordinators who develop, manage and support projects throughout the year.

**Executive Director** – Amy Walker  
**Administrator** – Mirja Koponen  
**Project Coordinator (Arctic)** – Yasmin Al-Hadithi  
**Project Coordinator** – Ryan Van Winkle  
**Project Coordinator** – Yasmin Fedda  
**Project Coordinator** – Daniel Gorman



Amy Walker



**Trustees** – Jonathan Atkinson, Peggy Hughes and James Sadri

### Trustee Time Commitment

The trustee committee currently meets every three months. With trustees based in Dundee, Manchester and Lebanon we meet via VOIP (ie Skype) with meetings that last around 30-60 minutes. Trustees are expected to attend all meetings, a prolonged absence without good reason will lead to committee members being asked to step down. We meet physically once a year in Scotland at an AGM also attended by the staff team.

Trustees may from time to time be asked to join sub-committees to consider certain topics or issues or take on formal roles, eg human resources, treasurer etc, and may be asked to make occasional, urgent decisions by email.

The day to day running of the organisation is delegated to staff members, accountable to the trustees.

## **2. Roles and Responsibilities**

### **The Role of the Trustees**

The Trustees' role is broadly:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Comply with the charity's governing document and the law
3. Act in the charity's best interests
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure the charity is accountable

The Committee is not there to:

- To become involved in day to day management
- To represent other roles ie personal business, job role, interest group etc. Trustees are there to represent interests of the charity alone

### **Decision making**

When trustees make decisions about the charity, they must:

- act within their powers
- act in good faith, and only in the interests of the charity
- make sure they are sufficiently informed, taking any advice needed
- take account of all relevant factors they are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances

### **Remuneration**

Charity trustees must act in the interests of the charity. Any personal benefit to a charity trustee, whether direct or indirect, has to be treated with caution. In general, expenses are paid but trustees are not paid for work carried out on behalf of the organisation.

More information can be found on the Charity Commission website:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

### **Diversity**

Highlight Arts welcomes trustee applications from people from diverse backgrounds, including people resident outside the UK or citizens of other countries.

### **3. Nomination form**

Please complete this form and return to Jonathan Atkinson before Friday 23<sup>rd</sup> September 2016:  
[jonathan@lowwintersun.info](mailto:jonathan@lowwintersun.info)

Your nomination will be considered by the existing trustees liaising with the staff. We may ask to speak to you or meet you in person to find out more about you.

**i) Name :**

**ii) Address:**

**iii) Are there any legal reasons that might prevent you from fulfilling this role?\***

**iv) Are you able to make a reasonable time commitment to the committee eg 4 VOIP meetings a year, an AGM and occasional email contributions? YES/NO**

**v) Briefly outline a personal statement/biography to be considered by the trustees (100-200 words)**

**vi) In a single sentence, why do you want to be a Highlight Arts trustee?**

\* Such reasons include: discharged bankrupt, disqualified or barred as a director in the past etc .