Blue Apple Theatre is a highly ambitious theatre company which brings all the benefits of taking part in theatre to performers with learning disabilities, and enables them to present high quality productions to the widest possible audience.

**Blue Apple Theatre Trustee Role Description (arts professional)**

**General Information**

**Role Title:** Blue Apple Trustee

**Location:** Board/ meetings: Tower Arts Centre, Discovery Centre, Winchester Working from home

**Hours:** Attendance at bi-monthly board meetings in addition to ad-hoc meetings (approximately six hours per month)

**Salary:** This is a voluntary post but expenses will be paid

**Responsible to:** Chair of Board

**Responsibilities**

The main responsibilities of this role will be to:

* Attend bi-monthly board meetings
* Business planning to ensure Blue Apple achieves the aims and objectives set out in its vision
* Be responsible for the financial management of the charity, ensuring Blue Apple complies with its governing document, charity law and other relevant legislation or regulations
* Ensure financial stability
* Protect and manage the property of Blue Apple to ensure proper investment of the organisation’s funds
* Ensure Blue Apple complies with current legislation in relation to its business practices including but not exclusively, H & S, Safeguarding, HR
* Proactive advocacy on behalf of Blue Apple
* Provide links to organisations and businesses aligned with, and for the benefit of Blue Apple, including but not exclusively, commercial, education, community, creative arts, health and social care
* Ensure effective and efficient administration
* Safeguard the good name and ethos of Blue Apple
* Work in a constructive and respectful manner with fellow trustees, employees, members and volunteers

**Areas of Interest and Specialism**

Trustees bring specific areas of interest, and / or expertise for the benefit of the organisation (e.g. finance, fundraising, adult / social care).

As an experienced and respected arts professional working currently in the industry, and with a strong career in theatre and/or dance, you will provide the Board of Trustees with knowledge and insight to assist constructive discussion, decision making, and work with staff to (as required) ensure Blue Apple continues to progress and develop, and achieves its creative and artistic aims as an outstanding, professional theatre and dance company.

**Other tasks/requirements**

* Enhanced DBS Clearance
* Attend induction session for new volunteers
* Attend Blue Apple rehearsals (as discussed and agreed) and performances
* Inform Board members of absences
* Take responsibility for personal time management and administration re the charity’s business.

**Conflict of Interest**

It is required that all trustees will declare to the Board any potential conflict of interest.

**Behaviours**

It is expected that all trustees behavior in such a manner that does not bring the organisation, its employees, staff, and Board in to disrepute.

No trustee must benefit, or be seen to benefit financially, through the acceptance of gifts, or other agreements in relation, both directly or indirectly, to their association with Blue Apple.