



EAAF Trustee – Role Description

The East Anglia Art Fund (EAAF) is a charity dedicated to supporting excellence in exhibitions and art education in our Region. Comprised of some 650 members, EAAF is staffed by a Director and an Administrator (both part-time). Their activities are governed by a Board of Trustees and an Executive Committee. From an office based at Norwich Castle, EAAF gives grant support to exhibition activity in Norfolk, Suffolk, Essex and Cambridgeshire. We support art education work at Norwich Castle and provide scholarships at Norwich University of the Arts in the name of benefactors Fred Dubery and Joanne Brogden. An events programme for Members, enabled by a volunteer Events Group, is a key benefit of membership.

Our Trustees play a vital role in making sure that the East Anglia Art Fund (EAAF) achieves its core purposes. They oversee the governance of the charity. They also ensure that EAAF has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the Executive team to enable EAAF to grow and thrive, so that we are equipped and effective champions of visual arts exhibition and education work in the East of England.

Further information can be found on the EAAF website, which features current activity and an archive of all exhibitions supported and all Members' events of the last 10 years:
<https://www.eastangliaartfund.org.uk/>

Duties:

- Support and provide advice on EAAF's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee EAAF's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve EAAF's financial statements.
- Provide support and challenge to EAAF's Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in EAAF's operating environment.
- Contribute to regular reviews of EAAF's governance. Attend Trustees' meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect EAAF's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of EAAF's objects, aims and reputation by means of necessary skills, expertise, knowledge and contacts.

Become a Trustee of EAAF

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

We welcome skills and experience in the following areas:

- Museum, gallery and heritage sector and contemporary visual arts.
- Charity sector finance and governance.
- Fundraising and corporate sponsorship.
- Digital communications and marketing.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as Trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- A passion for the Visual Arts and Visual Arts education.
- Commitment to principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of office

- Trustees are appointed for a 4-year term of office, renewable for a further term.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 1 Trustee meeting annually. These are usually held in-person in October and involve a half day (morning) commitment, plus preparation and follow-up as necessary.
- Trustees are encouraged to attend meetings of the EAAF Executive Committee which are held twice a year, March and October (directly prior to the Trustees' Meeting).
- Trustees' attendance at EAAF events and exhibition openings is warmly welcomed to keep familiar with the charity's activities and membership.
- At times Trustees will need to be actively involved beyond the above. They may be enlisted to give support to the Director and Administrator for exceptional projects and to attend away days.

Appendices

- EAAF Governance Document
- A Brief History of the East Anglia Art Fund
- Most recent Annual Accounts (these can also be found on the EAAF Website)

To Apply, please complete the attached Application Form and return to Amanda Geitner, Director, along with a covering letter and your CV.

Amanda Geitner
Director
amanda.geitner@eastangliaartfund.org.uk