

LUX Trustee Role Description

Role Title: Trustee of LUX

Role Overview

We are looking for new Board members to support our work and bring new skills, expertise and ideas for the future of our organisation. In particular, we are looking for people with experience as one or more of:

- **Lawyer/Legal professional**
UK-certified barrister or solicitor who is able to advise the LUX in a pro bono capacity, and where needed point in the direction of formal and specialist advice. Ideally someone who has an interest or experience working with and supporting cultural institutions
- **LUX artist**
with strong knowledge of the UK and international arts/film sector, and an interest and experience working with cultural institutions and representing LUX artists at board level
- **Charity fundraising & income generation professional**
with proven knowledge or experience in high-level income generation and individual giving in the arts charity sector
- **Gallerist or collector with artist moving image experience**
Experienced in the commercial art world, especially with moving image artists, artworks, and collectors, with knowledge of the art market and networks, able to inform and cultivate organisational opportunities in this area.
- **Senior level expertise in digital, IT and new technologies**
with experience in content management systems, customer relationship management, integrating functionalities, and client- and user-focused platforms

Main Responsibilities

The duties of a trustee are as follows.

- Support the Chair(s) of the Board, the Director and Senior Management and other trustees, in setting a clear vision, mission and strategic direction for the Charity and ensuring that the necessary structures are in place to deliver those.
- Alongside the other members of the Board, be responsible for the performance of the Charity.
- Support the Chair(s), other trustees, Director and Senior Management in the implementation of strategic plans to deliver the artistic vision and organisational objectives.
- Act as guardians of the Charity's assets, both tangible and intangible.
- Promote and work towards good governance, ensuring that this is of the highest possible standard.
- Ensuring that the organisation pursues its stated objects (purposes) defined in its governing document and support development and agree a long-term strategy to achieve this.
- Ensuring that the organisation complies with its governing document - memorandum and articles of association.
- Ensuring the organisation complies with charity law, company law and any other relevant legislation or regulations.
- Ensuring that the organisation only uses its resources for its charitable objects. The charity must not spend money on activities that are not included in its objects. Even if the activities are considered worthwhile or charitable.
- Safeguarding the good name and values of the organisation.
- Ensuring the effective and efficient administration of the organisation. This includes having appropriate policies and procedures in place.
- Ensuring the financial stability of the organisation.
- Protecting and managing the property of the charity and ensuring the charity's funds are invested properly.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- Act as an advocate and ambassador for LUX via networking and attendance at events, representing the organisation to raise its profile.

- Ensure LUX delivers on its commitments to equality, diversity and inclusion.
- Be aware of and abstain from any conflict of interest.
- Serve for an initial term of three years.

As well as the statutory duties above, each trustee should use their specific skills, knowledge and experience to help the board reach sound decisions.

This may involve:

- reviewing board papers
- leading discussions
- focusing on key issues
- providing advice and guidance on new initiatives
- advising on any issues where the trustee has special expertise.

Person Specification

- A strategic thinker who is able to support the development of LUX into the future
- A strong commitment to the organisation and its mission.
- Willingness to devote the necessary time and effort.
- Passionate about the arts, supporting artists, and advocacy for public access to arts, culture and education.
- Skilled communication, with the ability to lead, support and guide consensually.
- A measured approach to challenges, opportunities and negotiating change.
- Commitment to Equity, Equality, Diversity and Inclusion.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A commitment to Nolan's seven principles of public life:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - Openness

- honesty
- leadership.

Skills & Commitment Required

- Knowledge of the contemporary arts and the creative industries with an understanding of LUX's work and artistic ambitions, acting as a strong advocate where appropriate and necessary;
- The ability to give time commitment to achieve all of the key objectives and be flexible in approach when there is a need to respond quickly.

Term

Trustees are company directors appointed by LUX with the benefit of limited liability and serve for a three-year term, renewable for a further three years.

Time Commitment

Trustees are expected to attend four Board meetings per annum (plus one annual Board Away Day).

- The role requires an average commitment of approximately 40 hours per year (equivalent to 3 hours per month), mainly for scheduled meetings and reviewing documents.
- Board meeting dates are arranged in the third quarter of the preceding year.
- Board meetings are held online and at LUX, Warterlow Park, London. We aim to hold up to 2 in person board meetings per year.
- Board meetings typically last two hours, with papers circulated five days in advance.
- Trusteeship can also involve serving on sub-committees of the Board, the meetings of which are likely to amount to an additional four to six meetings a year.