

## **FRONTLINEdance is urgently seeking applications for Voluntary Chair, Directors and members of the Board.**

**Deadline: 24th May 2021. Appointments made on 27<sup>th</sup> May at our AGM**

FRONTLINEdance is a not-for-profit disability focused Contemporary Dance Company and is a Company Ltd by guarantee with no shareholders. Working across Stoke-on-Trent and Staffordshire, FRONTLINEdance exists to create a more visible culturally diverse society - positively celebrating disability and older age. We seek to break down the barriers for people to engage in dance participation and performance, playing a positive role in integration and community cohesion.

This is a pivotal time for FRONTLINEdance. We had a great 2019, and like many organisations we have spent 2020 and 2021 so far, adapting and responding to the pandemic. We are in receipt of the second round of Cultural Recovery Funding and are working hard to ensure we are ready to open up fully by July. With an extended team of temporary staff including a new Artistic Team, it's an exciting time to join FRONTLINEdance and play an important role in its future.

For FRONTLINEdance and the board to run efficiently and effectively, we require a range of skills from a diverse group of people. This means we are open for you to tell us what you can offer us as a director, a member or chair of the board.

All positions are voluntary.

In this pack you will find information about:

- About FRONTLINEdance and our work
- Legal status and governance
- Board responsibilities and time commitment
- Chair's duties and person specifications

**Any questions or queries please contact [rachael@frontlinedance.co.uk](mailto:rachael@frontlinedance.co.uk) | 07484 874335**

For further information on FRONTLINEdance you can visit our social media pages @FRONTLINEdance1 or our website: [www.frontlinedance.co.uk](http://www.frontlinedance.co.uk)

## About us

Stoke-on-Trent & Staffordshire based FRONTLINEdance is a not-for-profit company, limited by guarantee. We are privileged to work with people of all ages and all abilities in a wide and diverse range of settings and environments.

We exist to create a more visible culturally diverse society – positively celebrating disability and older age. Our work is informed by and clearly contributes to key national and local agendas such as the 'Creative Case for Diversity & Ageing Well' – making a positive social impact. FRONTLINEdance is appreciated for its sensitive work specifically with disabled people, older people and people of all ages in healthcare settings, and in particular hospitals.

Integrating groups and people together is very important to us – it drives the company and its projects forward and excites us artistically. We do this with a focus on PERFORMANCE, HEALTH, and COMMUNITY working with a wide range of ages and ability, in, and from a diverse range of settings.

Co-founded by Rachael Lines and Michael King in 2000, we officially became a not-for-profit company Ltd by guarantee (no shareholders) in 2001. From the beginning, we've been choreographing our own work, making FRONTLINEdance one of the first integrated dance companies in the UK to do so.

## Our work

Under the continued and successful direction of Artistic Director Rachael Lines, FRONTLINEdance completed a focussed period of company development with funding provided through Arts Council England (ACE) 'Elevate' funding stream and Esmée Fairbairn Foundation. The funding enabled us to develop our leadership and capacity and to develop the FRONTLINEdance brand identity.

FRONTLINEdance has successfully toured professional work to a wide-range of mainly unconventional theatre settings locally, regionally & nationally, gaining acclaim and glowing feedback from the venue staff, families and patients who witnessed the work and felt the positive impact.

FRONTLINEdance has established Community and Health Programmes; Breakthrou'dance, Moving Together and Moving Stories as an offer for people of different ages and abilities, in Stoke-on-Trent and Staffordshire.

2014 saw the concept, management, delivery and evaluation of a stand-out piece of work for the company – a hospital project called “HAPPENCHANCE”. This was a promenade integrated dance performance including story-telling, and live music and its success launched the Company in a new area of work ‘Health’. Happenchance was initially created for The University Hospital of North Staffordshire and commissioned by Appetite (ACE funded) and The UHNS Charity. It was a hugely success project, receiving wonderful feedback form the UHNS board of Board Directors, staff at the hospital, the patients, their families and visitors.

In 2015 with the support of ACE G4A funding we created ‘Forget Me Knot’ - a new piece of work for (but not exclusively) hospital elderly care wards in partnership with Queens Hospital Burton-on-Trent and University Hospitals of North Midlands. The aim of this project was to challenge preconceptions of the ageing body and bring positive awareness to older people and dance. Both works were then toured to in 2016 to a number of hospitals, wards and settings.

In 2019 we created a promenade outdoor work ‘Seeing Me’, which saw us perform in Stoke-on-Trent’s Six Towns in one day! 2019 was also the year that we launched the first FRONTLINE Arts Festival (FAF) a month-long multi-artform disability arts festival in Stoke-on-Trent. For more detailed information please visit: <https://issuu.com/frontlinedance> The reports include ‘Easy Reads’ and external evaluation.

FRONTLINEdance are driven by wanting the same access and progression routes into dance for disabled children and young people that exist for their non-disabled peers. We have very exciting plans via a new Disabled Children’s and Young People’s Strategy that we can wait to implement. Including a new 3-day week training programme.

We also offer advanced training and mentor opportunities for disabled adults and recent graduates and play an active role in advocacy for disability and integrated dance. We want disabled dance artists being viewed in the same professional light as mainstream dancers, choreographers and facilitators.

## **Legal Status and Governance**

FRONTLINEdance is listed with Company House as a ‘company limited by guarantee’. This means there are no shareholders. As a not-for-profit Company all income is spent on making, delivering and developing projects, creating new works, supporting and developing the company and its running costs. All board members are voluntary and have no shares in FRONTLINEdance

We are governed by our charitable objects and Memorandum and Articles of Association.

Our financial year runs from 1 December to 31 November and we submit our reports annually to Companies House which can be [viewed online](#).

## Board responsibilities and time commitment

Different roles within the board have different responsibilities. The three main are those of Chair, Treasurer and Secretary. FRONTLINEdance currently have a vacancy for a chair. Detail's below. All are responsible to ensure the Company is running in the way our articles of association states. All members will have access to this. Other responsibilities include:

- Reviewing and adopting policies
- Responding to the Artistic Directors 8 weekly reports, annual reports and strategic plans.
- Identifying Risks
- Governance
- Offering suggestions, advice and ideas
- Responding to emails in a timely manner
- Reading paper work ahead of the meeting
- Responding and adapting to changes
- Actioning minutes (a job or an action for you to complete by either the next meeting or a deadline)
- Supporting the Artistic Director, Chair, and FRONTLINEdance Team, by being objective, sometimes offering constructive criticism, and asking questions.
- Ensuring everything is being kept up to date, and all legal duties are being met
- Sharing opportunities for FRONTLINEdance to utilize
- Champion and share the work we do and opportunities that we provide
- Formality has its place especially when the board is making decisions– but there is room for creativity when the Board is fulfilling other functions such as generating ideas.

Those new to boards may find this website useful. Please note that we are not yet a charity, and so responsibilities will be similar to those listed but not exactly. Any areas of concern please ask and we will be happy to clarify: [https://knowhow.ncvo.org.uk/governance/board-responsibilities?gclid=CjwKCAjwqlIFBhAHEiwANg9szg6tv-eP6QAJ-7K-cEA74fyFgzaEszGJxxsQ8WA79x5VZemjBPTRoC\\_aQQAvD\\_BwE](https://knowhow.ncvo.org.uk/governance/board-responsibilities?gclid=CjwKCAjwqlIFBhAHEiwANg9szg6tv-eP6QAJ-7K-cEA74fyFgzaEszGJxxsQ8WA79x5VZemjBPTRoC_aQQAvD_BwE) FRONTLINEdance will soon become members of NCVO so we can access all the resources it has on offer.

We will also offer training (internal and external) opportunities for those new to board to help them feel better equipped to sit on our board if required.

FRONTLINEdance Board meetings take place every 8 weeks, and attendance can be in person or via a zoom. Meetings vary between daytime and evenings and are planned to ensure maximum attendance. Following the AGM, the new board members will collectively discuss when the subsequent meetings will take place.

Board members may also be asked to contribute time outside of the core meetings, providing additional support, advice and guidance to the FRONTLINEdance team when required.

Once a year, all board members are asked to attend an 'away day'. The aim of this day varies, due to need. Board members are encouraged to attend training days to better understand their roles and responsibilities, and may be asked to represent FRONTLINEdance at an event.

It is vital that all board members are ambassadors of FRONTLINEdance and advocate for the work we do and the people we work with outside of meetings.

All our Board members are volunteers and therefore, they do not receive payment for their time. Expenses are provided.

## **Current board**

The current board is small and actively engaged with Chair, Treasurer and Secretary roles, and an additional Director. We hope to see it grow as part of this current recruitment drive. For further information on the people sitting on the board, running the company and our artistic Team, please visit: <https://frontlinedance.co.uk/about-us/>

## **How To Apply:**

Please either fill out the attached application form or submit your answers to it via film or voice recording. Send to [rachael@frontlinedance.co.uk](mailto:rachael@frontlinedance.co.uk) before 5pm on Monday 24<sup>th</sup> May 2021. If you have another preferred format in applying please do that. However, please do not send CV's. We need to make the process is fair to all, so please do not send any additional information-please just answer the questions.

The questions that we ask for help us to get a full picture of what you can bring to our organisation. Again we need a mix of experience and skills, both professional and lived. We are looking for different types of people from different backgrounds, who believe in the work we do and want to help us not only to continue but to move forward. Enthusiasm for the work we do across, our key areas of Performance, Heath and Community, as well as having the time to dedicate to us is important.

So, if you have valuable knowledge and life experience, or other great skills that would provide balance to our board – apply now!

FRONTLINEdance is committed to inclusivity and diversity, and we actively encourage applications from people whose backgrounds are currently underrepresented in our board; specifically, people who identify as (d)Deaf and disabled and / or are ethnically diverse.

You can attend meetings via zoom, so you do not need to live or work local to FRONTLINEdance.

**The following information is for those who would like to consider applying for the voluntary board position of Chair.**

On 27<sup>th</sup> May, our current Chair is stepping down following 5 years with the company, so we are now looking for someone to work with the Board and Artistic Director (AD) to help shape its future.

As a not-for-profit company, the Chair will be asked to become a company Director, with this you would be expected to manage the company's affairs in accordance with its articles of association.

It would be desirable that FRONTLINEdance's new chair, will be someone who is both passionate and enthusiastic about our vision, and who has the experience to:

1. Support and contribute the strategic direction of FRONTLINEdance
2. Lead and work with the board, AD and external agencies to review its governance model
3. Ensure the board provides a voice for our communities

This is an exciting time in the company. We turn 20 in November 2021! Over the next 3 months we will include considering if FRONTLINEdance should apply to become an Art Council England National Portfolio Organisation and if we should become a CIO. Work in these areas is already underway with a range of options explored, but need someone to help us with the next steps.

It is expected that the Chair will work with FRONTLINEdance for a minimum term of 3 years, although a shorter term may be considered for someone with specific experience. The Chair will help us advocate for our work and act as an ambassador for the company, sharing our commitment to access and inclusion in all aspects of our work.

## Chair's Duties

### Board and Executive

- Lead the Board in giving clear strategic support in defining goals, targets and evaluating performance.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Manage and run board meetings effectively.
- Regularly review the effectiveness of the board and seek to identify areas for development.
- Act as Line Manager to the Artistic Director and monitor their performance. In the event of a recruitment process, lead the appointment of a new Director.
- Represent the board at meetings and working-groups as required.

### External Relations

- Reflect and promote the values of FRONTLINEdance
- Act as a spokesperson for the organisation when appropriate
- Actively engage with the company and its activities.
- Occasionally represent the Company at external functions, meetings and events

- Facilitate change and address any potential conflict with external stakeholders if applicable

## **Governance**

- Ensure that the governance arrangements are working in the most effective way for the company
- Ensure that the Board is regularly refreshed and incorporates skills, knowledge, experience and diversity needed to effectively govern
- Work within any agreed policies including Safeguarding, Health and Safety and GDPR which the chair will be the person with overall responsibility
- Ensure that FRONTLINEdance complies with its governing documents and other relevant legislation or regulations
- Ensure that the Board fulfils its duties to ensure sound financial health of the company, with systems in place to ensure financial accountability.

## **Person specification**

### **Personal qualities**

- A strong commitment to FRONTLINEdance, and shared belief in the company vision
- Ability to provide adequate time to support the company
- Work effectively as a member of a diverse team
- Ability to communicate effectively with diverse teams and communities

### **Specific Skills and Knowledge (desirable)**

- Previous board member and/or Chair in either the arts or disability sector
- Understanding of the process of applying to become an NPO/ and CIO
- Knowledge/experience of disability arts and/or dance sector
- Developing and implementing strategy
- An understanding of the legal duties, responsibilities and liabilities of board members and company directors

Senior experience in one of the following areas is also desirable:

- Running a Company / Arts Organisation
- Leadership Role
- Management
- Legal expertise
- Finance
- Human Resources
- Organisational Development
- Marketing, Communications and/or PR
- Fundraising
- Disability campaigning / advocacy
- Employment Law
- Training in Board set up and Legal duties
- Govern