

## Chair of the Board – International Inclusive Arts Network (IIAN)

Remuneration: The role of Chair is not accompanied by any financial remuneration.

Location: Global via video conferencing and attending in person meetings as required.

Time commitment: At least 6 Board meetings per year. The Chair is also expected to have regular meetings and be in regular contact with the Secretary, Vice Chair and liaise with Board Sub-Committees in between full Board meetings as required.

Reporting to: ASSITEJ International

Background: IIAN is keen to imagine a new way of working and supporting its members, and the wider ASSITEJ community. Whilst a general understanding of areas such as strategy, governance at Board level, finance, fundraising and business development would be desirable, they will not be seen as exclusive.

### **JOB DESCRIPTION**

#### **Objective**

The Chair will hold the Board (and by proxy the Champions Sub-Committee) to account for the organisation's mission and vision. The Chair providing inclusive leadership to the IIAN Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support, and, where appropriate, challenge to ensure that the Board functions as a team and works to achieve agreed objectives. As with all Board members, they will also act as an ambassador for IIAN, representing and promoting it to external stakeholders as appropriate.

### **PRINCIPAL RESPONSIBILITIES**

#### **Strategic leadership**

- Provide leadership to IIAN and its Board, ensuring that the organisation has maximum impact for its beneficiaries
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the organisation
- Ensure that IIAN pursues its objects as defined in its governing document
- Ensure that IIAN complies with all relevant legislation, regulations and policies of ASSITEJ
- Ensure that the Board provides a clear strategic direction for the organisation
- Ensure that the Board puts in place systems for monitoring both the quality of IIAN's work and the sound financial health of the organisation including financial accountability and transparency.

#### **Governance**



- Ensure that the governance arrangements are working in the most effective way for IIAN
- Develop the knowledge and capability of the Board
- Encourage positive change where appropriate, addressing and resolving any conflicts within the Board
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented
- Work within any agreed policies adopted by IIAN (and ASSITEJ)
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation

### **External Relations**

- Act as an ambassador for the cause and the organisation
- Along with other members of the Board, act as a spokesperson for the organisation where appropriate
- Along with other members of the Board, represent the IIAN at external functions, meetings and events (including but not limited to ASSITEJ Artistic Gatherings and Congresses)
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and effectiveness**

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of the organisation and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between Board members
- Work closely with the Vice Chair and Secretary to give direction to Board decision-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board
- Ensure that decisions taken at meetings are implemented.

### **Relationship with the Vice Chair and Secretary**

- Establish and build a strong, effective and a constructive working relationship fostering shared accountability for leadership and maintaining an open and supportive relationship within which each can speak openly about concerns, worries and challenges

### **Additional information**

The above list is indicative only and not exhaustive. The Chair of the Board will be expected to perform all such additional duties as are reasonably commensurate with the role.

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### **PERSON SPECIFICATION**

#### ***Personal Qualities***

- Demonstrate a strong and visible passion and commitment to IIAN, its mission and cause
- Personal gravitas to provide leadership whilst adopting: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Demonstrate tact and diplomacy, with the ability and willingness to listen but also to challenge and criticise constructively
- Ability & willingness to commit time to conduct the role well
- Good independent judgement, political impartiality and the ability to think creatively in the global context of IIAN and the external environment

#### ***Experience***

##### **Desirable**

- Experience of governance; working as Chair or as a member of a Board of Directors/Trustees/ Governors etc.
- Experience of chairing meetings and events
- Experience of operating at a strategic level
- Experience of managing volunteers
- Experience of successful team building

#### ***Knowledge and skills***

##### **Essential**

- Broad knowledge and understanding of the Inclusion and Performance (with particular reference to Performance and Theatre for Young Audiences) and current issues affecting it
- Leadership skills, ability to motivate Board members, staff, and volunteers – bringing people together

##### **Desirable**

- Good understanding of the role that digital strategy can play a role in access and sustainability development