



Member of the Board of Directors - Role Description and Expectations

About the Red Brick Building

The Red Brick Building Centre Ltd is an innovative community-owned social enterprise based in the former Morlands Factory situated between Glastonbury and Street in Somerset.

In the last six years we have raised close to £1 million locally and through grants and have transformed two of the three derelict buildings into a vibrant community space for all ages. This includes affordable hot desk space; workspaces for social enterprises and small businesses; an award-winning restaurant; a local FM radio station; artisan workshops; a holistic health practice; a youth club and a space hosting a variety of events for the local community including regular gigs, the Glastonbury Film Challenge, workshops including yoga and Tai Chi and more.

We have spaces that can be hired for a range of events, workshops, conferences and weddings. We will soon have a third hire space available where we plan to have a focus on supporting new business and social enterprise by offering training, skills and networking. We keep our prices as affordable as possible to support new and developing businesses, social enterprises and local community groups. All the money we receive from bookings and rental of our spaces goes directly towards paying our staff and the running costs of the building. If there is any surplus this is used to providing additional benefit to the local community.

We are looking for people to join our Board of Directors with particular skills including finance and marketing. Board members also need time to give to the Red Brick outside of monthly Board meetings. This is particularly important as we will be managing staff reductions after March 2018 as our Power to Change grant comes to an end, and Board members will need to offer actual time to the Red Brick. An interest in the community projects, social enterprises, arts and education are important (but not essential!). We are sure you will grow to love the Red Brick Building as much as everyone who is currently involved.

Purpose: To contribute to the executive function of The Red Brick Building (RBB) in accordance with its Rules, including (without limitation) to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of RBB, and to own and oversee delivery of RBB's Business Plan.

Duties and responsibilities

General Duties

- Attend and participate in meetings on a regular basis (typically twelve board meetings per annum)
- Take leadership on one aspect and be the key link for staff on this e.g. finance, volunteering, marketing, fundraising, staff support
- Be a member of a sub-group of the Board concentrating on a specific area
- Take collective responsibility for the finances, budget and financial/resource needs
- Attend and participate in special events
- Volunteer occasionally at events, exhibitions or utilise specialist skills on behalf of RBB
- Help communicate and promote the Red Brick Building to the wider community
- Provide advice and support to senior staff, either by telephone, email or in person, if required
- Understand the values, policies and procedures of the organisation
- Run the Board in accordance with the Rules, in particular from 17 to 24 (inclusive)

Advocacy

RED BRICK BUILDING

COMMUNITY • ARTS • EDUCATION • ENTERPRISE

- To promote the organisation and its activities and needs to the private, public and voluntary sectors to enhance RBB's profile and assist with fundraising
- To be an enthusiastic ambassador for the organisation at all times

Management

- To participate in regular meetings to enable the Board to function effectively
- To establish a system of communications and delegated decision making so that urgent decisions can be made and acted upon between Board meetings
- To appoint and co-opt additional Board Members with specialist knowledge as required
- To establish sub-committees and fixed term working parties as required

Strategy

- Set policies, priorities and determine strategies
- Agree Business Plan and revise as necessary
- Ensure Business Plan targets, aims and objectives are being met
- Monitor all aspects of service delivery and policy implementation on a regular basis e.g. annually

Sub-Groups/Committees

These sub-groups exist to address particular issues for RBB and board members will be asked to participate in these groups where skills permit. The duties of board members participating in Sub-groups of the Board may include taking responsibility for developing the following areas of the business and making recommendations to the Board for approval:

Employment and Personnel

- To define the organisation's employment policies including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training
- To approve a staffing structure and to take part in recruitment if required
- To agree job descriptions, person specifications and terms of employment of Board appointments and the outline terms and conditions for other staff
- To participate in staff reviews as required

Legal and Financial

- To ensure the organisation operates in accordance with the law including filing of statutory returns
- To ensure prudent financial management and long-term financial requirements of the organisation.
- To decide on and assist (if necessary) with funding applications

Marketing

- To assist with the development of a marketing strategy for RBB

Personal Attributes of Board Members

- An enthusiasm for the work of the organisation and commitment to be well informed about its work
- A commitment to carry out the duties of a Board Member, including time outside of Board meetings
- The ability to work as part of a team and a willingness to state personal convictions
- The ability to accept a majority decision and be tolerant of the views of other people
- A willingness to deal openly with staff and colleague Board Members whatever the issue
- Be prepared to offer personal and business skills and experience to support the work of staff when required
- A willingness to act as a champion for the organisation
- The ability to treat sensitive information confidentially
- Observe good practice for open and consistent communication