

Oriel Davies Gallery

Role Description and Person Specification

We are looking for new trustees to join the Board of Oriel Davies to help shape the future of the gallery.

We would like to hear from individuals from diverse backgrounds who have interests, skills and insights which are relevant to our work. You do not need any specific qualifications to be a trustee, but you must be committed to the values of Oriel Davies Gallery, including:

1. Equal and generous access to art and culture
2. Working with artists, designers, makers and other creatives for the benefit of our community and the environment
3. Unlocking hidden talent and promoting creative diversity

We are interested in potential and we especially welcome applications from people who identify as Black, Asian, or minority ethnic, young, disabled, LGBTQI+.

Oriel Davies Gallery is also committed to the promotion of Welsh culture and language, and we aim to strengthen Welsh language skills among our Trustees. We especially welcome applications from first language Welsh speakers.

We are also seeking trustees with experience/skills in the following areas:

- Finance and Accounting
- Human Resources
- Creative practice, including art, design, craft, film, digital
- Communications, including media relations, marketing, advertising, PR

Trustee Role Description

As a trustee you will share our commitment to creating opportunities for everyone to engage with contemporary visual arts, to enabling diverse artists and makers to realise their potential, and to promoting the role of culture in building resilient and inclusive communities.

Trustees attend four Board meetings per annum. Three Board meetings a year are currently held via video conferencing and take place early evening. The fourth meeting is a daytime on-site meeting at Oriel Davies, during public opening hours.

We welcome applications from individuals across Wales and the UK.

The role may also involve attending events at the gallery and other meetings/events, where appropriate. Some additional time to review papers and provide ad hoc advice will be required as necessary.

Job Title:

Trustee

Reporting to:

The Board of Trustees

Accountable to:

The Board of Trustees

Responsible for:

The Director

Salary scale:

This is an unpaid role. Oriel Davies Gallery will reimburse reasonable travel expenses to meetings.

Duties

The Board of Trustees: Role and Responsibilities

The role of the Board of Trustees is to:

- Determine policy and establish the overall strategic direction of the gallery programme, in line with its agreed purposes
- Oversee the delivery of the programme by monitoring performance against objectives and targets
- Ensure the effective and efficient administration of the gallery
- Where appropriate, represent Oriel Davies Gallery externally
- Use the combined expertise of Trustees to advise and support the gallery Director and staff team

Trustees of Oriel Davies must:

- Be committed to the gallery's objectives and values, and understand how they may be realised in practice.
- Participate in the Board's decision making processes, including preparation for, and attendance at, quarterly trustees meetings.
- Be willing and able to work with the gallery Director and staff to facilitate a free exchange of advice.
- Be prepared to declare and actively manage any matter arising in which the Trustee has an interest which might be perceived to conflict with those of Oriel Davies Gallery.

The law places certain restrictions on becoming a charity Trustee. These are set out in Section 3.1 of the [Charity Commission Essential Trustee Guidance](#).

All charity Trustees are required to understand and embrace the seven principles of public life as defined by the Nolan Committee: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

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Communication

- Ensuring that Oriel Davies is promoted effectively and positively
- Representing the Gallery's interests locally, nationally and internationally, and ensuring the organisation is well placed to take advantage of new opportunities
- Contributing to the status, profile and promotion of the visual arts locally, nationally and where appropriate, internationally

Next Steps

You can find out more about the current Oriel Davies Trustees [here](#)

If you would like to be considered as a Trustee, please tell us more about yourself and send us a short description of your interest in Oriel Davies Gallery. You can contact us [here](#).

We will respond to all expressions of interest within 3 weeks, and you may be invited to an informal interview with our Co-Chairs of the Board and the Director.