**Chair of Trustees**

**Background: about Moving Memory**

Moving Memory Dance Theatre is an innovative, collaborative & inclusive physical performance company which has been performing in public spaces, town centres, festivals and theatres for over 10 years. It started as a project in 2011, became a company in 2013 and gained charitable status in 2018.

The core performance ensemble is the engine of Moving Memory’s work. They create dynamic, highly visual, physical work which is devised using personal stories and life experiences as starting points.

We are committed to sharing our process and facilitating others to explore creative movement opportunities. Our unique participatory practice, Moving Well, is designed to be used with a wide range of groups. Moving Well encourages creativity, collaboration and movement, leading to a renewed sense of self, identity and agency in participants.

Member of our core performance ensemble are trained to deliver Moving Well and we offer a training programme for people who want to use Moving Well in their own community or group facilitation work.

All aspects of our work are about empowering and equipping marginalised groups, especially, the older generation, with creative skills that afford new ways of expressing views, thoughts and experiences. In doing so, we challenge negative stereotypes of age and ageing.

The company has an office at Creek Creative in Faversham and we have an ongoing relationship with the University of Kent, Canterbury. We work across Kent and nationally. There are currently two part-time members of staff (Creative Director and Development Director) who plan, manage and deliver the programme and report directly to the board at quarterly meetings. The board has five committed trustees and is Chaired by Dr Kirsty Lloyd.

Please find a wealth of background information including videos of performances and workshops, annual accounts, evaluation and other reports and a history of the company at [www.movingmemorydance.com](http://www.movingmemorydance.com). See also <https://movingwell.movingmemorydance.com> for information about Moving Well.

Recent investment from key funders is giving Moving Memory the opportunity to plan for growth, and we are, therefore, currently strengthening our organizational infrastructure, increasing our capacity and fundraising.

**Description of the role**

As Chair, you will:

* Provide the necessary leadership for the organisation to keep it focused on the most effective delivery of its charitable purposes and providing public benefit.
* Act as an ambassador (and spokesperson as appropriate) for the company at events and meetings and cultivate networks of support.
* Chair and facilitate board meetings.
* Give direction to the board’s policy-making and bring impartiality and objectivity to decision-making.
* Check that decisions taken at meetings are implemented.
* Ensure that the finances of the organisation are robust and transparent.

In co-operation with the Creative and Development Directors, you will:

* Keep an overview of the organisation’s affairs and provide support to the Creative and Development Directors
* Plan the annual cycle of board meetings and other general meetings where required, including the annual general meeting
* Set agendas for board and other general meetings
* Develop the board of trustees including induction, training, appraisal and succession planning
* Address conflict within the board and within the organisation, and liaise with the Creative and Development Directors to achieve this
* Support the process of evaluating the performance of the organisation and seek routes to continual improvement and growth
* Ensure that all organisational policies are reviewed regularly, updated as appropriate and implemented

You will need an understanding of:

* The requirements of good charity governance as laid out by the Charity Commission and the demands of regulatory bodies.
* Acting as an ambassador within the arts, health, social-care, age-activism and other relevant sectors.

Experience and understanding of the following would be useful:

* The challenges of running a small arts charity.
* Strategic and financial planning.
* Movement-based theatre.
* Ageism across the life-course, and the opportunities and threats of our ageing society.
* The health and well-being benefits of creative activity

Ideally, you should have a track-record in charity governance and arts administration at a senior level.

**Commitment**

* You will need to commit to a minimum of half a day per month, including induction, keeping up-to-date with the organisation's activities, supporting paid staff, attending performances, workshops or other events and attending board and any additional meetings.
* The board meets quarterly - March, June, September and December, usually online in the early evening or at the University of Kent, Canterbury.
* In accordance with Charity Commission recommendations, this is an unpaid role. Travel and other expenses may be paid.

**How to apply:**

Please email cathy@movingmemorydance.com to arrange an initial conversation.

You will then be asked to provide a statement describing:

* + why you are attracted to the role
  + why you feel *your* experience and skills will make you a vital part of our company

This information can be in any media – written, audio, video etc.

Please send this information by email: info@movingmemorydance.com **with Moving Memory Chair** in the Subject line.

The closing date for applications is **Sunday 27th February 2022 (23.59)**

**Please note,** the Charity Commission has rules - known as ‘automatic disqualification’ - on who can and cannot be a trustee. If a person is subject to the automatic disqualification rules, they will need to apply for a waiver from the Charity Commission. Please refer to the guidance on the Charity Commission website. To ensure a fair and open recruitment process, we will only ask you about your eligibility to become a trustee *after* we have decided that we would like you to join the board.