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# TRUSTEE POSITIONS

## Description, Duties and Person Specification

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### *ABOUT US*

2021 will see The Mono Box (TMB) celebrate eight years in operation as a creative training hub and support network for theatre talent.

In that time TMB has become a go-to resource for those looking for alternate routes of training, those searching for a like-minded working community upon graduating and those looking to enhance their skills as they navigate their way through the theatre industry.

In these times and beyond, TMB sees it as its duty to support emerging artists in the fullest sense of the word. As such they have emerged as a vital company existing to create a supportive tribe and empower diverse talent.

### *ROLES TO FILL*

We are looking to appoint a number of Trustees to join our committed and experienced Board to support the delivery of our current programme, build capacity and enable our future plans. You will need to be operationally focused as well as governance focused. Together with the Board and the senior management team, you will have a genuine opportunity to be actively involved in the future direction of The Mono Box enthusiastically advocating for its work and making a life-changing difference to the people we work with.



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## ***SALARY AND BENEFITS***

Unremunerated with reimbursement of expenses in line with The Mono Box's standard expense policies.

## ***LOCATION***

London

## ***TIME COMMITMENT***

Four half-day board meetings, one strategic away day per year; plus, additional strategic ad-hoc support to the senior management team, and other Trustees estimated 12 hours annually.

## ***TRUSTEE ROLES***

Please find below the job descriptions for the following positions:

- Vice Chair
- Fundraising Trustee
- Treasurer Trustee
- Legal Trustee
- Marketing, Communications & PR Trustee
- Media Trustee

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## **VICE CHAIR**

**As the Vice Chair Trustee, you are the secondary volunteer leader of TMB and as such, discharge the duties of the Chair as required in the Chair's absence acting as a sounding board for the Chair and as an intermediary for the other trustees, if needed.**

### **DUTIES**

As the Vice Chair will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, you will work with your co-trustees to carry out Vice Chair duties as described below:

- Support the Chair in agreeing meeting agendas
- Chair Board meetings in the absence of the Chair
- Ensure that Board meetings are conducted efficiently
- Encourage equal contributions during meetings from all Board members
- Ensure that the Board reaches clear decisions
- Implement decisions in accordance with the objectives of TMB
- Maintain awareness of issues pertinent to the Board
- Maintain knowledge of and act in accordance with legislation

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## **FUNDRAISING TRUSTEE**

**As the Fundraising Trustee, you will have a background in fundraising with practical experience of delivering ambitious strategies in fundraising to achieve a fundraising target.**

### **DUTIES**

As the Fundraising Trustee, you will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, while fundraising is the responsibility of all trustees, it is helpful for one trustee to take the lead to support, advise and guide the Board specifically:

- A willingness to take on the Fundraising Trustee role on the Board
- Agree and set an overall approach to fundraising for TMB
- Ensure systems are in place to oversee fundraising which others carry out with TMB
- Take into account the risks to TMB with regards to its values and its relationship with donors and the wider public, as well as its income needs and expectations
- Ensure those that raise funds for TMB are doing so in the best interests of TMB and comply with any specific legal rules and standards that apply
- Ensure that TMB receives all the money to which it is entitled, and takes appropriate steps to reduce risk of loss or fraud
- Ensure that TMB has access to sufficient information and appropriate advice to ensure that fundraising complies with all relevant legal rules.

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## **TREASURER TRUSTEE**

**As the Treasurer Trustee you will have a background in finance demonstrated through a recognised accounting qualification and an understanding of the Standard of Recommended Accounting Practice (SORP) for charities.**

### **DUTIES**

The Treasurer Trustee will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, while financial matters are the responsibility of all trustees, it is helpful for one trustee to take the lead to support, advise and guide the Board specifically:

- A willingness to take on the Treasurer Trustee role on the Board
- Agree and set an overall approach to finances for TMB
- Present budgets, management accounts and annual financial statements to the Board
- Ensure accounting records are kept, financial resources are controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Ensure the development and implementation of financial reserves
- Liaise with the member of staff responsible for the financial activities of TMB
- Monitor and advise on the financial viability of TMB
- Monitor specific financial controls and adherence to the systems of TMB
- Advise on the financial implications of TMB's future plans
- Develop and monitor TMB's financial risk-management process
- Act as a counter signatory for TMB if required
- Liaise with TMB's auditors on the preparation of accounts and the annual report

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## **LEGAL TRUSTEE**

**As the Legal Trustee you will have a legal qualification, with general legal skills and experience, together with specific competencies in contract law, employment law, child protection or charity law.**

### **DUTIES**

The Legal Trustee will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, while legal matters are the responsibility of all trustees, it is helpful for one trustee to take the lead to support, advise and guide the Board specifically:

- Work to understand the legal requirements of TMB
- Share that understanding with the Board as required
- Ensure that TMB complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Use your own legal knowledge to help inform TMB's future plans
- Act as a critical friend to TMB when they obtain or act on legal advice

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## **MARKETING, COMMUNICATIONS & PR TRUSTEE**

**As the Marketing, Communications & PR Trustee, you will have a background in marketing, communications and public relations with practical experience of delivering ambitious strategies in those areas.**

### **DUTIES**

The Marketing, Communications and PR Trustee will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, while marketing, communications and public relations matters are the responsibility of all trustees, it is helpful for one trustee to take the lead to support, advise and guide the Board specifically:

- Develop the position and brand of TMB to participants, and those that might support its aims and objectives.
- Advise the senior management team and Board in the development of a marketing, communications and public relations strategy that will allow TMB to cultivate and enhance meaningful relationships with the media and key influencers.
- Work with the senior management team and Board to develop internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.
- Serve as communications spokesperson on behalf of TMB trustees and/or advise the senior management team to be, as required.

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## **MEDIA TRUSTEE**

**As the Media Trustee, you will have a background in working for a leading media company, with practical experience of delivering ambitious strategies in those areas.**

### **DUTIES**

As the Media Trustee will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, while media relations matters are the responsibility of all trustees, it is helpful for one trustee to take the lead to support, advise and guide the Board specifically:

- Develop the position and brand of TMB to participants, and those that might support its aims and objectives.
- Advise the senior management team and Board in the development of brand partnerships that will allow TMB to cultivate and enhance meaningful relationships with the media and key influencers.
- Work with the senior management team and Board to develop internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.
- Serve as spokesperson on behalf of TMB and the Board and/or advise the senior management team to be, as required.

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## **PERSON SPECIFICATION**

Have a willingness to devote the necessary time and effort needed to support TMB's growth. Have strategic vision and the ability to think creatively. Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and enjoy working as a member of the Board team.

## **TERM OF OFFICE**

The term of office for elected trustees is three years. At the end of this period, trustees may be nominated for a further term.

## **APPLICATION PROCESS**

Please find Trustee Pack to accompany this information, and if you have any particular accessibility requirements please email Joan & Polly at [hello@themonobox.co.uk](mailto:hello@themonobox.co.uk) and we will kindly assist.

The application process will then be via

- a CV
- a short covering letter (one side of A4) explaining how you meet the person specification, the details of which are in the Trustee Pack

Closing date for applications is midnight on **Monday 5th April 2021**

Interviews will take place in w/c 12th April.

TMB is an equal opportunities employer and therefore is committed to promoting equality of opportunity and diversity and to tackle any forms of discrimination within our working environment, whether on grounds of race, gender, sexual orientation, gender reassignment, disability, age, class, religion or belief.

These principles underpin our professional behaviour and are embedded in our policies, procedures, day-to-day practices and external relationships. We, therefore, welcome and encourage job applications from people of all backgrounds.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our GDPR statement please write to [hello@themonobox.uk](mailto:hello@themonobox.uk)

TMB are committed to safeguarding the welfare of our apprentices, their employers, our partners and the communities in which each of these operates. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).