

The Flavel – Available Trustee Roles

The Flavel Arts Centre is a charitable organisation that is a popular and well-loved venue at the heart of the Dartmouth community. It has a multi-purpose auditorium, which provides space for live music, theatre and comedy performances, cinema and talks, as well as a venue for functions. The centre hosts a range of classes and workshops; there is a café and library within the building, and rooms are hired out for meetings.

The Flavel Arts Centre is seeking individuals who, though not necessarily visual arts specialists, are passionate about art and culture and who wish to ensure that The Flavel continues to thrive as an arts organisation that entertains, educates and broadens horizons and that sits at the very heart of the community.

We are looking for individuals to fill the following roles:

- **Vice Chairperson** - In addition to standard trustee duties, the Vice Chair will deputise for the Chair when required and will be asked to undertake specific tasks and fulfil specific responsibilities with the potential to succeed the Chair in due course.
- **Company Secretary** – Our present Company Secretary is standing down after several years in the role. The Company Secretary's prime duties are to ensure the smooth running of the Trust and compliance with the requirements of Company law, Charity law and the Trust's governing document. Candidates for this post should have a professional background or previous experience.

Deadline for applications: May 23rd 2018

Previous experience as a Trustee would be welcomed but is not necessary.

If you are interested in being a Trustee at The Flavel, please send a brief résumé to: flaveltrusteerecruitment@gmail.com