

# TRUSTEE RECRUITMENT PACK

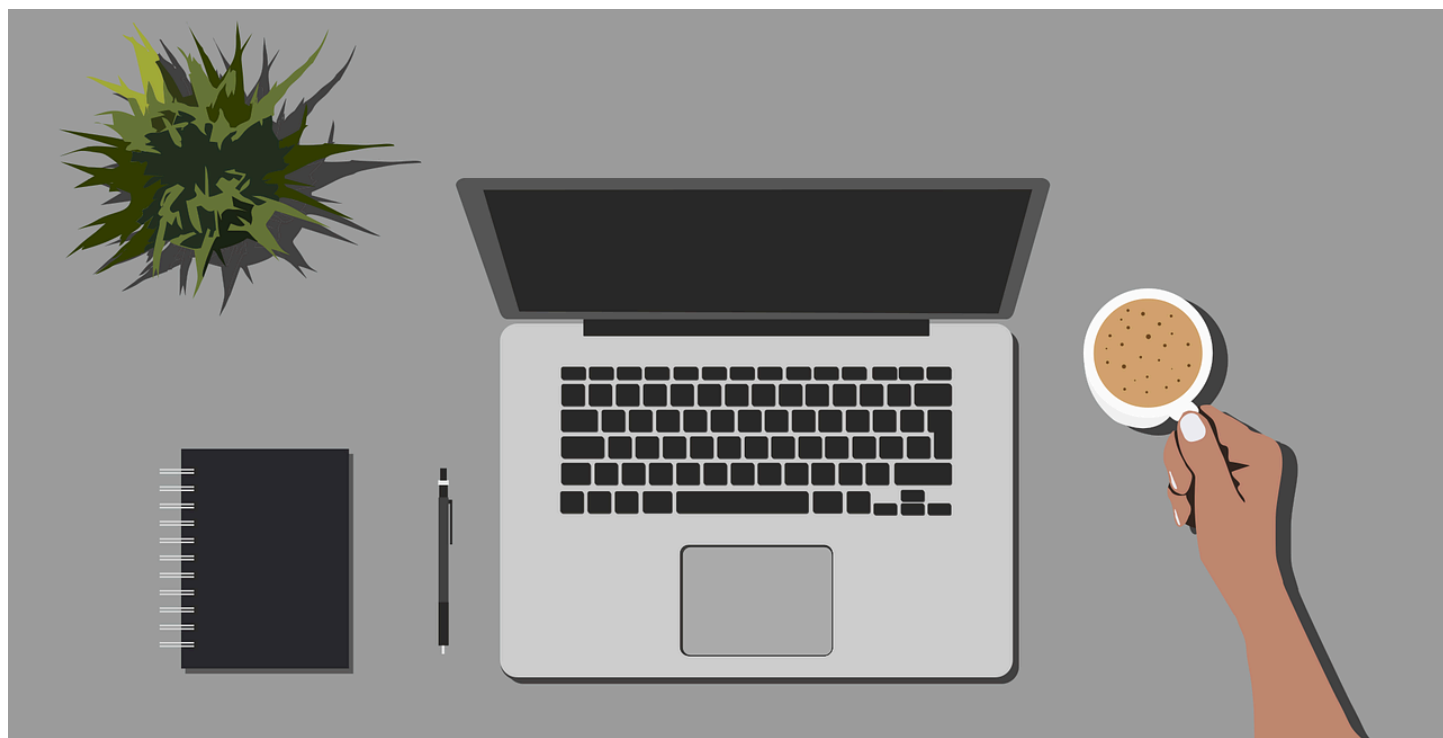
● Touring  
Exhibitions  
Group

## Introduction

Job Description	Trustee roles (voluntary)
Updated	August 2024
Period	Three years
Location	Remote

We are seeking a number of new Board members, including a Charity Secretary, to join as Trustees of the Touring Exhibitions Group (TEG), a registered charity in the UK. The new Board members will support the Executive Director and TEG team to further the sustainable operation and strategic development of the organisation. Trustees are also accountable for ensuring the organisation delivers on the Arts Council IPSO-funded Activities.

Having conducted a skills audit of the current Board of Trustees, we are particularly keen to welcome trustees with experience of leading Equity, Diversity and Inclusion initiatives, charity governance, finances and accountancy, research, fundraising and business development.



## What's Involved?

TEG Trustees serve a term of three years and can also join in one of the formal roles (Co-Chair, Secretary, Treasurer). Although not elected to carry out specific duties, trustees are expected to join a working group to work actively on TEG's behalf in a particular area.

Trustees are required to attend up to four meetings a year, plus the Annual General Meeting (AGM) in addition to working group meetings. Trustees use their expertise to support TEG's part-time Executive Director and team, ensure the financial sustainability and growth of the organisation, advocate for best practice in the field of exhibition-making and develop TEG's profile and influence through partnerships and fundraising.

The time commitment for TEG Board Members is approximately 6 hours per month or 10 days a year. As TEG does not have an office, the majority of our work is carried out remotely. Quarterly Board meetings are held online (3 hours) with occasional in-person meetings to support strategy development. TEG also holds one annual in-person networking event for members, TEG Connects, which Board members are encouraged to attend. In-person meetings can be held anywhere in the UK and Board members can claim travel expenses if required.

Trustees will receive training as necessary and will benefit from networking opportunities.

We are committed to widening our board and welcome applications from people who reflect the diversity of the UK population including: people from the Global Majority, minoritised, disabled, D/deaf, neurodiverse, LGBTQ+ people, people with a working class background.

If you are interested in joining the TEG Board of Trustees, please read the following information on how to apply. **Application deadline: 09:00 on Monday 9 September 2024**

This document includes:

1. Information about TEG and IPSO funding
2. Role descriptions for general Trustees and the role of Charity Secretary
3. How to apply

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## About TEG

TEG was founded in 1985 and became a CIO (charitable incorporated organisation) in 2020. In 2023, TEG was awarded IPSO status by Arts Council England (ACE) with grant funding from 2023-2027. With this essential funding we are committed to significantly growing our membership by 2027 and to raising our profile within the UK and internationally, ensuring a sustainable future for the organisation and its continued support of the UK exhibitions sector.

TEG works across the UK and has growing international membership. Membership is open to all those involved in supporting, organising or hosting exhibitions in museums, galleries, libraries, art and science centres and other public venues. TEG has over 300 paid members.



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TEG advocates for a better understanding of the benefits of temporary and touring exhibitions and partnership work, believing exhibitions are well-placed to engage more people with arts and culture. Its main activities include:

- Delivering in-person and online professional training and development opportunities via workshops, panel discussions and the annual TEG Connects event
- Sharing ideas, materials, and resources to promote innovation and best practice in the field of exhibition-making, ensuring equality, diversity, inclusion and environmental sustainability are at the forefront of everything we do
- Facilitating a public network for providers and recipients of touring and partnership exhibitions
- Conducting and supporting research and publishing results

#### **Current TEG Leadership team:**

- Executive Director: Reyahn King
- Co-Chairs: Miranda Stacey, Alanna Davidson

#### **About IPSO (Investment Principles Support Organisation)**

TEG's role as an IPSO is to support other organisations and individuals in the cultural sector to embed one or more of [Arts Council England's Investment Principles](#) in their work. Key deliverables in our IPSO application include:

- Development of a 5-year Strategy and Business Plan, including a refreshed Vision and Purpose
- Refreshed TEG Professional Development Strategy and offer to ensure TEG continues to respond to sector needs in building the knowledge, skills and confidence of professionals working on temporary, touring and partnership exhibitions across the UK
- Research into topics relevant to exhibition-making and touring across the sector
- A marketing plan and website refresh to reflect TEG's new vision and to ensure our website is a more effective and accessible information hub for the sector
- Increased focus on advocacy and skills development in environmentally sustainable exhibition-making and touring practices
- Development of an Equality, Diversity and Inclusion Policy and Action Plan that will support diversity and inclusion targets for the UK sector as a whole

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## **Role Descriptions**

### **Charity Secretary to the Board of Trustees: Overall purpose**

The Charity Secretary is the elected secretary to the Board of Trustees, and has specific responsibility for arranging Annual General Meetings and any Special General Meetings that the members may request. The position of Secretary is elected for a period of three years (one term). The Secretary acts as the custodian of TEG's Constitution on the Board of Trustees, taking a strategic overview of the conduct of business and working with the TEG Administrator, who has a more day-to-day role in terms of arranging, managing and minuting meetings. The Secretary is responsible for keeping the 'conscience' of the charity, by way of ensuring that the trustees continue to take decisions and act in line with the Constitution, and comply with the relevant legislative and regulatory requirements the charity is subject to.

## **The duties specific to the Secretary are as follows:**

- to support the Executive Director, Administrator and Chairs in ensuring that actions and decisions made at Board meetings are accurately recorded in the Action Log and ensure trustees are aware of any tasks allocated to them before subsequent meetings take place;
- to keep the Constitution under review to ensure that it meets current requirements, recommending any necessary changes to the Executive Committee, managing the votes at an AGM to agree amendments, and, in collaboration with the TEG Administrator, maintaining an up-to-date copy of the Constitution on the TEG website;
- to maintain a watching brief on all matters of a constitutional nature, so that policies agreed by the Board of Trustees and the practice of individual members are in line with the Constitution and so that any implications are brought to the Board's attention;
- to service Annual General Meetings, ensuring that all arrangements are made in accordance with the Constitution and in collaboration with the TEG Administrator, to manage the annual ballot, ensuring that potential candidates put themselves forward in time and provide relevant details, recording the votes and announcing the results;

In addition, the Secretary contributes to the discussions of the Board of Trustees and shares general responsibilities with other elected members as outlined below.

## **Trustees: Overall purpose**

Trustees are elected to serve on the Board of Trustees for a term of three years. Trustees support the Co-Chairs and are responsible for providing oversight, governance and leadership to TEG in order to fulfil its strategic and charitable purposes. Although not elected to carry out specific duties, they lead or participate in at least one working group to develop and deliver focussed areas of TEG's strategic plan and IPSO activities. The current working groups are EDI, Finance, Marketing, Environmental Sustainability and TEG Connects.

## **General duties of all Trustees are as follows:**

- to attend online Board meetings (four times per year), the Annual General Meeting (all usually online) plus one additional in-person meeting, providing informed professional input into policy development and the management of TEG's business, having read papers in advance
- to support the work of the Executive Director, TEG Administrator, Marketing Manager, Professional Development Manager and Membership Manager to ensure TEG's strategic goals, financial security and membership targets are met
- to actively contribute to the strategic planning and management of TEG, in particular to hold the organisation to account for delivering on the Art's Council's Investment Principle activities
- to agree and monitor annual reports, budgets, reserves policy and membership targets · to attend the annual TEG Connects event as and when agreed, to represent TEG and assist in the management of the event
- to understand and abide by TEG's Equality, Diversity and Inclusion Policy, helping to embed EDI practices into TEG's operation, management, and delivery
- to promote and adhere to Charity Commission requirements and refer to the [Charity Governance Code](#) for best practice guidance and the [TEG Constitution](#) in their role as Trustee.



## How To Apply

Please send a brief biography or CV and a 250-word expression of interest in the role of either Secretary or Trustee, setting out why you would like to join us and the skills and knowledge contribution you would offer the TEG Board of Trustees.

- The closing date for applications is **09:00 on Monday 9th September 2024**. Please email your application to [administrator@teg.org.uk](mailto:administrator@teg.org.uk)
- Shortlisted candidates will be interviewed online by a small panel of Trustees on **13th or 16th September**.
- Successful applicants will be recommended to our members at our AGM on **Monday 7th October**.

If you would like an informal telephone conversation with Miranda Stacey or Alanna Davidson (current co-Chairs of TEG) prior to submitting an application, please contact [administrator@teg.org.uk](mailto:administrator@teg.org.uk) to arrange this.