

## Council for Higher Education in Art and Design Trustee Role Description

Below is an outline of the structure of the CHEAD Executive Committee and is intended to provide prospective Trustees with an idea of what you should expect from your potential involvement as an Executive member of CHEAD.

Please contact the Membership Director, Anna Maloney, should you have any further questions.

### 1. General Information

The Council for Higher Education in Art and Design (CHEAD) is the representative body for the art, design, creative media, and related disciplines in higher education.

CHEAD is a Charitable Incorporated Organisation (CIO). The objects of the CIO are to advance education for the public benefit by promoting knowledge and understanding of art and design within higher education institutions. As its governing body, the Executive Committee is its Board of Trustees. Therefore, being a member of the CHEAD Executive Committee will involve taking on the responsibilities of a charity trustee. Further information about the duties and responsibilities of trustees can be found on the Charity Commission website <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

CHEAD's mission is to:

- contribute to the development of the HE Art & Design community
- promote and seek to improve its national standing
- effectively influence its engagement with our professional constituency, government, and industry

CHEAD provides a voice for and on behalf of HE Art & Design in the UK, seeks to advance knowledge and understanding within the sector, and energetically promotes the sector's interests to others.

CHEAD facilitates debates and networking opportunities for senior staff from within and outside HE focusing on issues related to art, design, creative media, and related disciplines.

CHEAD further facilitates support networks for staff in specialist areas, eg research, leadership development, gallery curation, and areas which from time to time are of special national interest, e.g. crafts, art and design in schools, the classification of creative industries, admissions etc.

### 2. The CHEAD Executive committee

CHEAD is governed by an Executive Committee, which has delegated authority to implement policy. As set out above, the Executive Committee is CHEAD's Board of Trustees, with its associated legal responsibilities.

Our Executive Committee consists of 3 elected officers, 6 elected members and up to 4 co-opted members. The Executive is served by a part time External Relations and Policy Director and part time Membership and Administration Director.

The primary role of the Executive Committee is to:

- Represent the membership
- Respond to the demands of its membership

- Steer CHEAD in a direction that they believe will meet these
- React positively to such changes in the sector (and their consequences) as arise from time to time
- Be proactive at all times on behalf of the interests of the membership
- Determine the theme of and lead at the main CHEAD events: its Annual Conference (March) and its 6-monthly Membership & Networking meetings in November and May.

#### *Eligibility and Process*

Trustees are elected by the overall membership through an annual election, which is held at the Annual Conference in the Spring.

CHEAD welcomes nominations from leading academics from its membership. Candidates who are *not* either the nominated main or alternative representative of a member institution, should obtain the consent from their respective representative to stand for the Executive Committee.

Each member institution receives one vote, which is cast by the nominated representative. The right to cast a vote is not affected if a representative is standing for election. \*\*In the case of the above scenario, only one vote can be cast per institution\*\*

Election will be by simple majority.

In the event of a tied vote for Executive Committee, the normal procedure shall be that all those persons for whom the same number of votes have been cast will be deemed elected, the additional numbers being counted against the number of permitted co-options.

In the event of a tied vote for any Officer, the ballot will be re-run.

### **3. Profile of Trustees**

We seek to ensure that the Committee is representative of the diversity of our CHEAD membership, the four nations, and the breadth of our strategic objectives.

It is important that Trustees

- Can demonstrate breadth and depth of experience at a senior level in Art and Design at HE level, encompassing management, administration and teaching.
- Should have an acute awareness of the issues facing the sector
- Be willing to actively participate in contributing to CHEAD's mission and be involved in its annual programme of activities and concerns.
- Be prepared to take on the responsibilities of a charity Trustee and to familiarise themselves with the necessary guidance and regulatory requirements

Members of the Executive Committee give their time to CHEAD *pro bono*. It is expected that their home institutions will normally underwrite travel costs incurred. There are normally five meetings per annum.

### **4. Responsibilities of Trustees**

A term on the Executive Committee is 3 years. Retiring Trustees are eligible for re-election but shall not normally serve for more than two terms of appointment consecutively.

Trustees are expected to:

- Attend and actively contribute to every CHEAD Executive meeting. There are normally 5 meetings, which are held in October, December / early January, May, and July. Any

member of Executive Committee who fails to attend three consecutive meetings of Executive Committee – other than through illness or incapacity - shall normally be deemed to have resigned.

- Attend and actively participate in the 6-monthly Membership & Networking events.
- Actively participate in the organisation of other CHEAD events, especially the Annual Conference which is normally hosted and/or organised by a member organisation.
- As a member of the Executive Committee and therefore a host at CHEAD events, to fulfil duties, such as chairing sessions, welcoming new members, guests and speakers and hosting tables at the official dinner of the annual conference and making presentations.
- Lead on or otherwise participate in CHEAD projects and events as required.
- Actively participate in and support the ongoing work of CHEAD including research, general HE policy discussions, preparation of position papers, reports and formal responses to government and NGO consultations, leading or joining task groups or occasional discrete sections of work

From time to time Trustees may be asked by the Chair to represent CHEAD at other events e.g. in discussions with external agencies, including government and professional bodies, or by attending meetings or seminars of significance to the organisation.

Beyond these formal aspects the Executive Committee offers valuable networking opportunities. Meetings are friendly, mutually supportive and conducted relatively informally.

## **5. Workload**

The workload varies in the course of the year. However, in order to allow planning for the role of Trustee, as a general guide members should allow a full day each for any Executive engagement including travel to / from and attendance at meetings or events, depending on where he/she is based.

The minimum workload (attendance at up to 5 Executive Committee meetings, 2 Membership & Networking meetings, Annual Conference), therefore, would be 10 days in the course of an academic year.

The workload for Trustees varies over the course of any year. Duties are shared as evenly as possible among CHEAD Executive members and it is important that members are willing to take on duties as they arise. We welcome members with specific skills, which are useful at any particular time in our development, e.g. higher level experience of financial planning, policy formulation, advocacy, charity and development experience, etc

Usually, Trustees will work in conjunction with the Director of External Relation and Policy and the Director of Membership and Administration on initiatives which they agree to undertake. They would not be expected to organise or deliver any CHEAD event without the support of the organisation.

We appreciate the high workloads which our members already have so we work hard to ensure that Trustees have sufficient support from CHEAD staff.

### CHEAD Strategy and opportunity for getting involved

The main document structuring the work of the CHEAD Executive is the CHEAD Strategy. This has been developed very largely with members' feedback and other input at Membership meetings and structures our work into strategic themes and constituent activities.

Responsibility for each overarching strategic theme is taken by one or two Trustees, depending on the complexity. Similarly, within any category, Trustees can sign up to any number of activities that they may be interested in. The expectation is that the Trustees leads for each activity sort out their own operational plan for the respective activity.

## 6. Benefits

It is appreciated that Trustees are already busy people and will be contributing even more of their time for the benefit of CHEAD and its general membership. The Executive runs as a relatively informal group and past members have almost all said how much they have enjoyed their periods of office, that as well as making a contribution to our sector, they benefited in many ways themselves. It is important that the work should be enjoyable and of value to the members as well as the organisation.

Some of the benefits former Trustees have reported include:

- Satisfaction of being closely involved in the strategic planning and decision-making of a national body.
- Representing their own institutions at the highest level
- Always having the latest information and news of the sector
- Being aware of latest Govt and Funding Council Policies and decision making
- Invaluable networking opportunities inside and outside of HE
- Promoting their individual institutions
- Opportunities to speak to national and international peers
- Other professional opportunities, eg presenting and speaking at events, advisory, involvement in case studies, consultation as a senior advocate, making useful new contacts

Membership of the CHEAD Executive will require commitment and high level input but we are certain that the advantages to be gained for individuals and their institutions make the effort very much worthwhile. We hope therefore that you will seriously consider standing for election.

Anita Taylor  
Chair, CHEAD  
February 2018