



Information for candidates interested in applying to become Chair of the Board of Parents & Carers In Performing Arts (PiPA)

Introduction

Parents & Carers in Performing Arts (PiPA) is an organisation committed to research, campaigning and the promotion and implementation of best practice within the performing arts industry in support of the needs of the parent and carer workforce.

Originally set up as an informal consortium of 18 performing arts organisations in 2016, PiPA has now established itself as a not-for-profit Limited Company supported by nearly 50 key partner organisations, including unions, employers bodies and charities, as well as individual venues and companies working across Dance, Music, Opera and Theatre. There is also now a growing appetite for PiPA's work within the commercial sector.

PiPA enjoys a high profile in industry press and media, with the Joint Directors appearing in the Stage 100 most influential people working within the performing arts for a third successive year.

PiPA has recently published a new Business Development Strategy and is currently in discussions with key funders about supporting the growth of the organisation over the next five years.

PiPA is now seeking a new Chair and two to three other new members to broaden the skills and experience available to the Board and to support the Joint Directors in steering this fast-growing organisation into the next phase of its development.

Our vision

A performing arts sector that is effectively inclusive of the parent and carer workforce.

Our mission

To promote best practice employment and support parents and carers in the performing arts sector, through data collection, research, lobbying and working collaboratively with partners to implement the PiPA Best Practice Charter and strategies for change.

Our current strategic objectives include

- Making the case for equality of opportunity through data collection, research and lobbying.
- Supporting performing arts organisations to be more effective employers by enabling engagement and retention of parents and carers.
- Helping individual parents and carers (or prospective parents and carers) to have access to equality of employment opportunity.

For more information about the organisation's work please visit

www.pipacampaign.com

PiPA's current partner organisations include:



The Board of Directors

PiPA is a limited company and, as such, is governed by its Board of Directors within the terms of its Memorandum and Articles of Association, with Directors sharing legal, financial and fiduciary duties under company law.

Currently a not-for-profit organisation, the revised Business Plan identifies the potential benefits for PiPA in seeking charitable status in the short to medium term.

Although day-to-day duties associated with running the organisation are delegated to the Joint Directors, the ultimate joint responsibility for the key aspects of the company's operation lies with the Board of Directors, so all Members are strongly encouraged to gain a good working knowledge of the key operational and strategic challenges facing the organisation's management team and to keep abreast of any major external issues that might affect the company.

In addition to fulfilling a governance role, the Board also draws on its members' extensive knowledge, skills, experience and, importantly, contacts, to provide strategic (and occasionally operational) guidance for the organisation and advocate for it within appropriate contexts.

This Opportunity

After a period of rapid growth, achievement and business development process we are currently seeking to appoint both a new Chair, and two to three other new Board members, to work with the rest of the Board and the Joint Directors to deliver our vision.

We're looking for people who share our passion for diversity and access to equal opportunity in the performing arts. We are seeking people who can bring skills, knowledge and experience that will complement that of existing Board members. We're looking for people who can think strategically, work collaboratively and want to make a significant contribution to the future of the organisation.

These Board appointments are initially for a twelve month period, as determined by the organisation's current Memorandum & Articles Of Association, however we are looking to bring PiPA's governance in line with similar organisations by increasing the standard tenure of Board members and Chair to three years, with the option to extend for up to a further three years.

Board members are volunteers and so these positions are not remunerated.

The capacity to devote the time needed to attend quarterly Board meetings and other events as required is an essential requirement of Board membership. Members must also make time to read papers in advance of Board meetings, and may, from time to time, be required to contribute to fundraising activities or the work of specific sub-committees and/or task groups.

The majority of Board meetings are held in central London, although we are used to members attending via SKYPE etc. We aim to schedule meeting dates at least three months in advance.

Application Process

To apply please send us a copy of your CV together with a letter stating clearly whether you are interested in becoming our new Chair and/or joining us as an ordinary Board member, and setting out how you meet the criteria set out in the Job Descriptions below.

We value a diverse team and welcome applications from all sectors of the community, including both those who are new to non-executive/trustee board work, and individuals who have a proven track record in senior governance roles.

To arrange an informal discussion please contact Cassie Raine at pipacampaign@gmail.com

Applications should be sent to pipacampaign@gmail.com

The closing date for applications is **Monday 11th February 2019**

Chair of the Board / Job Description

Key Responsibilities:

The Chair of the Board will also be expected to:

- Lead the Board of PiPA in its core business of working closely with the Joint Directors to set the strategic direction of the company and monitor progress against agreed targets;
- Ensure that the highest standards of corporate governance and ethical/professional behaviour are maintained and, as appropriate, introduced across the organisation to meet changing circumstances and good custom and practice;
- Ensure an effective working relationship exist between the Joint Directors;
- Act as an ambassador and spokesperson for PiPA and assist in developing effective relationships with key stakeholders;
- Be a fundraising champion, helping to develop relationships with existing supporters and identify/approach potential new donors/sponsors;
- With the Board, ensure that suitable financial controls and systems for managing risk are in place and operating effectively;

- Conduct regular update/monitoring meetings with the Joint Directors;
- Conduct annual appraisals meetings with each of the Joint Directors, including agreeing and monitoring training and professional development;
- Provide the Joint Directors with mentoring/pastoral support as required;
- Chair Board meetings and, with the Joint Directors, ensure that all matters requiring Board input and/or scrutiny are brought to the attention of the Board in a timely manner and that Board members are positively encouraged to contribute to debate and decision-making within appropriate parameters;
- Be involved in Board sub committees and/or task groups as required.

Key Attributes:

We are looking for a potential Chair who can demonstrate:

- A proven track record of successful leadership;
- Knowledge of good governance practice;
- Experience of Board and executive development;
- Knowledge of and interest in the work of PiPA;
- Excellent interpersonal and communication skills;
- An independent strategic thinker able to develop relationships and drive consensus;
- Knowledge of and contacts within the Corporate Sector an advantage;
- Knowledge of and contacts within Government an advantage;
- Experience of working within the charitable or public sector an advantage.