

# Trustees of The Oxford School of Drama

## Role description and person specification

### 1 Context

The Trustees of the Oxford School of Drama (OSD) are recruiting up to 3 new Trustees to join the existing 10 Trustees on the Board of the Trust. Following a recent skills audit of the existing Trustees a number of skills and experience areas have been identified as priorities for the recruitment of new Trustees. These include Estates Development, Capital Projects including fundraising, People Development and Legal matters in the Charity Sector.

### 2 Objectives

The role of the Trustees of the OSD is to be responsible under our governing documents for controlling the administration and management of our charity. The Trustee board should always act in the best interests of the OSD, acting as a group, not as individuals. The Trustees will support the Co-Chairs and be held to account for the School's mission and vision, fulfilling all duties and responsibilities for the effective governance of the Charity.

### 3 Principal responsibilities

- Ensure that the OSD complies with its Articles of Association, charity law, company law, and other relevant legislation or regulations;
- Ensure that the charity pursues its objects as defined within its governing document;
- Maintain sound financial management of the resources of the charity, making sure that expenditure is in line with the charitable objects and investment activities meet accepted standards and policies;
- Contribute actively to the board of trustees by giving firm strategic direction to OSD, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets;
- Safeguard the good name and values of OSD, avoiding any personal conflicts of interest or misuse of the charity's funds or assets;
- To exercise reasonable care and skill in their work as trustees, using their personal skills and experience to help the board of trustees reach sound decisions;
- To ensure that the OSD meets its OFSTED and other stakeholder indicators;
- Safeguard the Government funding schemes that support the students;
- Approve annual self-assessment reports and undertake regular Risk Management reviews;
- Oversee the recruitment and appraisal of Senior Management positions;

- To maintain absolute confidentiality about all sensitive/confidential information received in the course of responsibilities and duties to the charity.

#### **4 Person specification**

Each Trustee must:

- Have understanding of and passion for the vision for the OSD;
- Be committed to the vision, mission and values of the OSD;
- Be highly motivated to engage with actor training and the wider creative industries;
- Have an understanding of good governance practiced within this or similar domains;
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Be a team player, influencing and responding to the opinions and expertise of fellow trustees;
- Bring a mix of cross cutting as well as specialist skills and spheres of influence;
- Be committed to equal opportunities and diversity and to contributing to a diverse and inclusive workforce and trustee body;
- Be committed to a consistent level of involvement and time commitment during their term of office.

#### **5 Time Commitment**

- The Board meets four times a year in London and Oxford;
- Attendance at strategic away days / joint meetings with the staff and tutorial team;
- The next five years will be ones of considerable organisational change, and it is important that trustees are available to the Principal and Executive Director and the trust's stakeholders on a regular basis;
- Trustees will visit the OSD and attend a range of events both on and offsite;
- Trustees will use their own specialist skills and experience to support trustee committees and staff / trustee working groups as appropriate;
- We envisage a time input of between 10 – 12 days per annum

#### **6 Remuneration**

This position is not remunerated but reasonable out of pocket expenses incurred for travel will be reimbursed.