

Board Chair Appointment Brief



NEW ART EXCHANGE



Welcome from our CEO & Artistic Director, Saad-Eddine Said

I am delighted that you have taken an interest in joining New Art Exchange as its new Chair.

As the CEO & Artistic Director, I am proud to say that we are an organisation that champions diversity, nurtures talent and creativity, and creates an accessible environment for culture to thrive. Our vision is to promote "arts from diverse cultures for all," and our mission is to catalyse positive change in the wider cultural sector by stimulating new perspectives about the value of diversity in art and society.

I am pleased to share that our hard work and dedication have paid off, and we have received a significant uplift from Arts Council England recently. As a result, New Art Exchange is now the most funded National Portfolio Organisation to be led by Global Ethnic Majority. This is an incredible opportunity for us to take a leadership role within the sector and advance the agenda around the Global Ethnic Majority, as well as support the building of a fairer and more equitable cultural industry for all.

Our ambition today is to reshape our curatorial approach and our role as a gallery and a community hub to become a national and international model of citizen-led galleries. We believe that collaboration is in our DNA, and we want to co-design and co-create in partnership with our creative practitioners, workforce, leadership, and Board, as well as local, regional, and national partners. By doing so, we will support, incubate and nurture culturally diverse talent, and become a home to the most influential, underrepresented, and visionary creative practitioners.

Despite the challenges we face as a sector, we are excited about the dynamic future of New Art Exchange. We are rooted in our local community, adopting a place-based approach in Hyson Green, while leading a process of national change for the cultural sector. We recognise and support quality in everything we do and encourage experimentation by being open to new ideas. We are committed to our vision and mission and are confident that, together with our partners and stakeholders, we will achieve our ambitions. In exchange for your time and insights, we are committed to creating a collaborative and inclusive environment where your contributions and ideas are valued and where we work together to achieve our shared vision for diversity and equity in the arts. Join us as we embark on this exciting journey to reshape the cultural landscape and make a positive impact on our community and the world.



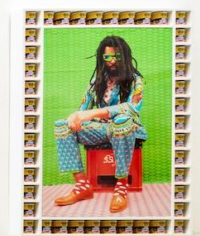
About us

NAE is the largest cultural centre in the UK dedicated to platforming contemporary visual arts from the global ethnic majority, and an organisation of national significance. We explore the relationship between art and society, we foreground diverse creative practitioners from internationally celebrated artists to local and emerging practitioners, and we support innovation and socially engaged initiatives.

Our vision is “arts from diverse cultures for all”. Our mission is “to stimulate new perspectives about the value of diversity in art and society”. We set about achieving these by championing diversity and catalysing positive change in the wider cultural sector. We want to:

- nurture talent and creativity from the global ethnic majority
- create an environment in which culture is accessible to everyone
- encourage experimentation by being open to new ideas
- recognise and support quality in everything we do

We are a longstanding Arts Council England National Portfolio Organisation and have recently been awarded an uplift by ACE, making us the most funded gallery in the region, the fifth highest funded gallery in the UK and the highest funded Global Majority Led organisation. We now want to renew and expand the membership of NAE’s Board of Trustees to help guide NAE through the next phase of its growth and development.



Company Structure

NAE is led by our CEO, Saad-Eddine Said, who heads up a staff team of around 25, based in our gallery space in Nottingham.

The CEO reports to the Board and works closely with them to ensure the financial, organisational, and artistic health of the company.

We currently have five Board Members who have a range of interests, expertise, experiences, and networks that they bring to their role of Trustee. This is currently a small board for an organisation the size of NAE, and for that reason, we are seeking to recruit at least 3 new board members over the coming 12 months. We wish to recruit the Chair first, so that they, together with Saad, can shape their own Board.

Joining Our Board

Board members of NAE ensure that we fulfil our mission, act to ensure that we meet our legal and financial obligations and support the growth and development of NAE as an organisation. We are looking for a Chair who has a strong interest in the work of NAE, who can work with the CEO in agreeing NAE's strategic direction and policies; for agreeing, overseeing, and monitoring the implementation and progress against short- and long-term goals and key performance indicators; and for helping it secure sustainable income streams to deliver its work. We are actively seeking candidates who reflect the communities we serve and therefore we particularly welcome applicants from Black, Asian, and racially diverse backgrounds, and from individuals who are underrepresented in the cultural sector.

Board Composition

- Membership on the Board is targeted at creative, community or business leaders willing to offer their expertise, connections, experience, and support on behalf of NAE
- The Board has a maximum limit of 17 Members, including Officers (e.g., Board Chair, Treasurer). 75% of the Board must be representatives of the global ethnic majority to align with NAE's mission to promote and present the work of artists and communities from this majority.
- Each Board Member's term is for 3 years with members being eligible for re-election to an additional term of 3 years, at the recommendation of the Board Chair and CEO.
- Trustees refers to all members who sit on the main Board, and Directors refers to specific members (Vice Chair/Treasurer, Enterprise Trustee) who will be appointed as Directors of NAE Enterprises Ltd.



Principle Duties and Responsibilities of the Chair

We are looking for a dynamic and ambitious leader to be our next Chair. You will have leadership experience in a professional organisation and a demonstrable understanding of governance. It would be great if you have worked as a Trustee, but you don't need to have previous experience as a Chair.

The Chair is responsible for leading the Board, who supports the work of NAE and provides mission-based leadership and strategic governance. While day-to-day operations are led by NAE's Chief Executive Officer (CEO), the Chair-CEO relationship is a critical and supportive partnership. You will have the ability to be a compelling and enthusiastic ambassador for the organisation locally, regionally, and nationally. This is a hugely exciting time for NAE, and the advocacy piece will be a majorly important part of the role.

First and foremost, we need you to be passionate about our mission. We also need you to

- Be an advocate and ambassador.
- Be present and participate.
- Bring your expertise.
- Give your time

We estimate the time commitment of a Board Member is approximately 2-3 days per month. The position is voluntary in line with Charity Commission, but reasonable expenses will be covered.

Specifically, the Chair and Board of NAE have responsibilities across the following areas of work.

Leadership, Governance and Oversight

- To serve as a trusted advisor to the CEO as they develop and implement NAE's strategic plan
- To agree annual and long-term goals and plans in partnership with the CEO and staff to ensure the greatest reach and quality of NAE's programme and work
- To review outcomes and metrics created by NAE to evaluate its impact, and regularly measure its performance and effectiveness using those metrics.
- To monitor, have oversight of and ensure progress against set targets and outputs (KPIs, success measures and ACE Investment Principles)

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- To monitor NAE's organisational risk register and act to ensure that it mitigates any key risks
 - To review and read agenda and all supporting documents prior to Board and Committee meetings.
 - To approve the annual budget, audit reports, and material business decisions.
 - To ensure NAE meets all its legal and financial responsibilities.
 - To carry out an annual performance review of the CEO.
 - To assist the CEO and Board Chair in identifying and recruiting other Board Members.
 - To partner with the CEO and other Board members to ensure that Board resolutions are carried out.
 - Serve on NAE committees or time-limited working groups and/ or taking on specific assignments in support of NAE
 - Represent NAE to stakeholders and act as a trusted ambassador for the organisation.
 - Ensure NAE's commitment to a diverse Board and staff composition that reflects the communities that NAE serves

Fundraising

- Board Members support fundraising efforts/activities during the year with the help of the CEO and development staff.
- Agree annual and long-term fundraising goals and plans in partnership with the CEO and staff.
- Monitor and assess fundraising efforts against the fundraising strategy and goals throughout the year.
- Make NAE your principal philanthropic commitment in terms of your time and connections and individually and collectively support our fundraising strategy.
- Partner with CEO and development staff to identify, cultivate, solicit and steward potential corporate, foundation and major individual donors. The Board may appoint a separate Development/ Philanthropy working group to support its fundraising efforts or with a specific campaign. Board members with skills and experience in fundraising may be asked to join this.

Financial Due Diligence

- Approve and monitor the annual budget of NAE
- Support development, approve and monitor financial plans, making necessary

adjustments during the year, based upon available resources, goals and commitments of the organisation.

- In partnership with CEO and other staff ensure that NAE is effectively managing its unrestricted and restricted funds and has adequate free reserves to cover its liabilities.

Attendance

- Board meetings take place four times during the year and depend on the active participation of each member. Attendance is therefore required. One in-person meeting will be held at NAE, and three are online. In addition, Board Members will usually be required to attend an annual away day with the CEO and Senior Management. Whilst online platforms make attendance at meetings more possible, visiting NAE, meeting staff and other Board members in person is an important part of building the relationships that are integral to good Board service.
- Meeting dates and locations are confirmed a year ahead for the whole financial year. It is important that Board members commit to attending and only miss a meeting in exceptional circumstances.
- Directors are also expected to serve on one or more committees or working groups which meet at various times throughout the year (these can be done remotely or face-to-face depending on the business concerned.)
- A breakdown of the estimated time commitment is given below:

Time Commitment

- We envisage this role being approximately 2-3 days a month. The Chair will be a visible and active advocate for NAE, attending key events both internal and external, and meeting with key stakeholders.
- While the Chair will be expected to spend time at NAE, they do not need to live in Nottingham.

Terms

- NAE Board Members serve a three-year term.

Governance

- Board members are expected to understand and abide by the NAE mission statement, its charitable objects and articles of association and to respect the confidentiality of NAE business to which they may be privy.

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- Board members are expected to maintain the highest standards of personal behaviour and professional conduct in relation to each other, NAE staff and all others connected with the organisation and avoid any conflict of interest or any activity that would reflect negatively on NAE.
 - The Board will hold periodic evaluations of its own performance to ensure it adheres to the standards it has set for itself and its practice

Qualifications

This is an extraordinary opportunity for those who are passionate about the mission of NAE and its growing importance in the contemporary art scene both in the UK and abroad. Whilst formal qualifications are not required, Board Members will usually be expected to have achieved a leadership role in business, government or philanthropy, or in the public, non-profit sectors, the contemporary art or cultural sectors or the creative industries. Ideal candidates will have the following qualifications:

- A commitment to and understanding of the beneficiaries of NAE's work, preferably based on experience.
- Ambassadorial skills and an ability to cultivate relationships and persuade, convene, facilitate and build consensus among diverse individuals in the service of the mission of NAE.
- Ability to work individually and collectively on behalf of NAE and together build a high performing team of the CEO, Chair and the Board.
- Personal qualities of integrity, credibility, and passion for and commitment to the work of NAE.



How to apply

If you're interested in applying for a role on the NAE Board but would like an informal conversation first, please contact Leigh-Anne Burger, Project Coordinator, to set this up (leigh-ann.burger@saxbam.com)

To apply, please send your CV and either write a 1–2-page outline of why you would like to become the next Chair for NAE and what skills and experience you could bring to the role, or if you prefer, you can send us a video of no more than 3 minutes duration of yourself describing this, demonstrating any relevant skills and experience.

Saxton Bampfylde Ltd is acting as an employment agency advisor to New Art Exchange on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code PANAWB

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on Friday, 21st April 2023

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process



