

Wingfield Barns

Community Interest Company

Application to become a member of the Board

Are you interested in cultural and community activities? Do you have a background in the arts, or experience in business or venue management? Do you have other relevant skills that can be utilised in a new business? If so, we would like to hear from you.

In particular, we are looking for people with business skills in financial management, administration, ICT, marketing, design, media, event management, fundraising, and HR. We want to attract people who are passionate about serving our diverse communities in Suffolk and Norfolk, people who value the East Anglian countryside, people who really want to improve quality of life.

Does this sound like you?

Wingfield Barns have been designed to provide a high quality venue for a wide variety of artistic programmes for the enjoyment, entertainment and participation of the widest possible audience. They provide a unique location for weddings, civil ceremonies, conferences, workshops, courses and seminars.

The current CIC Board has successfully set up a new business and is responsible for strategic direction. The day to day management of the Barns is provided by a dedicated team under the guidance of a General Manager.

Now, the Board is looking for more voluntary Directors from the local area who will be able to devote their time and skills to help build the momentum and develop the business in the future.

The Board places the diverse needs of its customers at its core so it welcomes applications from people from a wide range of backgrounds, abilities and interests.

If you are interested, look at our website on www.wingfieldbarns.com or better still ring Lesley Jackson, the General Manger and arrange a convenient time to visit.

Frequently Asked Questions...

What is the purpose of the CIC Board? *The Board provides strategic direction and corporate decision-making, particularly in business planning and key resource management. The Board is responsible for the Business Plan and legally responsible for financial reporting. As part of its governance responsibility, the Board must approve the Annual Operating Plan and Arts Programme.*

What is the role of a Director? *Directors are expected to regularly attend Board meetings. They should make a serious commitment to participate actively in the work of the Board. They will volunteer for and willingly accept assignments and complete them on time. They must stay informed about Board matters, prepare themselves well for meetings, and will review and comment on minutes and reports. Above all, a Director must act and feel part of the team delivering our services for local people.*

How much time will I have to devote? *It depends on how involved you want to get. Formal Board meetings are held at the Barns every month and they take about 2 – 3 hours but you must be prepared to read all the papers and take work away as needed. This could include assisting with business or marketing plans, financial monitoring, programming events, engaging with customers or establishing new partnerships. You can also lend a hand with running the Barns, perhaps in the bar and café, in reception, front of house, in the galleries or even managing the grounds..*

What liability does a Director have? *As a company limited by guarantee, each Director's liability is limited to £1 unless the Board knowingly does something illegal.*

Who will appoint the new Directors? *The current Directors choose new Directors. Selection will be by short written application, a CV if you have one, and informal interview. If you become a Director you will then become part of that selection team.*

Will I receive any payment? *No. This role is voluntary but you may claim any reasonable out of pocket expenses for things like mileage.*

What training will I receive? *All Directors will be given an induction to the Barns and copies of the Constitution, Memorandum and Articles, Business Plan, Health and Safety policies, etc. The General Manager and other Directors will fully train new Directors in the way we do things at the Barns so you will quickly get up to speed.*

How much autonomy will I have? *The Board has formulated and approved a Business Plan to guide the business and relies on close team work to achieve its objectives but we also value individual ideas and initiative.*

How long will I be a Director for? *It depends. At the moment, we are looking for people to build and consolidate the business, which could take another couple of years. Once the business is well established, the Board may decide to have annual elections. If you are a director you can help shape this.*

Will I need a Criminal Records Bureau check? *Not initially. However, if you become involved with events and activities that involve children and other vulnerable people you will. This will be paid for by the CIC. You will also be expected to disclose any criminal convictions.*

What if I am involved with other organisations? *No problem, unless there is a conflict of interest.*

Name

Address

Phone **Mobile** **Email**.....

Why are you interested in joining the CIC Board?

What relevant experience do you have?

How can you contribution to the work of the CIC?

What other past and/or present interests or commitments do you have?

Is there anything else you want to tell us to help us make a decision?

Sign

Date

Please return to Wingfield Barns, Church Road, Wingfield, Suffolk, IP21 5RA and mark the envelope 'CIC Board Director'.

What happens next? We will respond to all applications and let you know if we feel you have what we're looking for. You will then be invited to an informal meeting to discuss your application in more detail.

For further information ring Lesley Jackson on 01379 384505 or email her at lesleyjackson@gmail.com