

*Stopgap* DANCE  
COMPANY



# Board Recruitment Pack

## Chair of the Board of Trustees Role

May 2023

# Join us!

Stopgap Dance Company is recruiting a Chair of the Board of Trustees to lead the company into a new cycle of NPO (National Portfolio Organisation) funding from Arts Council England.

Having received a 60% uplift in this regular, core funding, the company is entering a new stage of organisational growth and it is seeking a new talented and skilled Chair and enthusiastic Trustees to lead the Board at a very exciting point in its history.

Growing steadily since its inception as a community project in 1995, Stopgap Dance Company has built a strong reputation in the performing arts industry nationally and internationally.

Stopgap have become a global leader of disability access in dance and continuously examines best practice.

Stopgap is a registered charity and company limited by guarantee.

The company has office space at the Farnham Maltings in Surrey.

Since 2020 the Board has been led by Co-Chairs, Simon Minty and Jane Hackett.

There is the option for this role to remain Co-Chair led, so joint applications will be welcomed.

**Stopgap are particularly keen to receive applications from individuals that identify as D/deaf, disabled or neurodivergent.**



**A statement from our current Co-Chairs Jane Hackett and Simon Minty:**

“We are delighted that you are interested in the role as Chair or Co-Chair at Stopgap.

As we approach our 30th birthday and having recently been supported by the Arts Council to create and do more than ever before, it’s an exciting time to become part of Stopgap.

You will be supported by a fantastic board of Trustees, and work with a talented, collaborative and committed Senior Management Team.

We look forward to hearing from you!”

If you wish to take up the role as a co-Chair, you will have the support of our existing hugely experienced co-Chair Jane Hackett.

We are keen to have a diverse group of people to apply for the role, so if you are interested and want to informally speak to Jane or outgoing co-Chair Simon Minty, get in touch.





# About us

**Stopgap Dance Company is driven by a diverse creative team who uses dance as a movement for change.**

The company's vision is to create an inclusive world where diversity is not just accepted but pursued, a world where no one is limited by prejudice against D/deaf, Disabled, or neurodivergent people.

Working with an artform shaped by human touch and energised by the spark of connectivity, the company's work demonstrates the compelling power of diversity and inclusivity. Stopgap move together to create a remarkable experience that transforms society's perceptions of difference and dismantle the inequity of privilege, in dance and in all aspects of living, collaborating, and creating together as humans.

Stopgap's work is both focused on and born out of the company's rigorous investment in equity and inclusive culture. We are committed to removing barriers to dance, nurturing the talents of dancers born into any body and any mind. Stopgap is in coalition with a wave of organisations moving towards a better representation of diversity on our stages and in society.

Stopgap is a global leader of disability access in dance; continuously examine best practice and actively advocate for the industry to become more inclusive.

Discover more about Stopgap's team and work:



# Seeking a new chair

The new Chair will be the leader and key spokesperson for the Board. They will play a crucial role in enabling the company to continue its progress and growth and they will support the other Trustees to fulfil their responsibilities for the strategic direction and general governance of the company.

The Chair(s) also acts as Line Manager to the Co-Artistic Directors and Executive Producer by overseeing; supporting and providing a safe space to be a sounding board.

This is a voluntary role, but meeting expenses will be covered.

## **Responsibilities include:**

- Leading the Trustees in oversight of the company's governance, finances and strategic direction
- Working with the Senior Management Team to set agendas for Board meetings and Away Days
- Ensuring that all matters are dealt with at Board meetings and that they run smoothly, effectively and to time

## **Responsibilities include:**

- Ensuring full compliance with the company's governing document and within charity law, company law and other relevant legislation
- Overseeing the overall strategic direction and development of the company including setting annual budgets and targets
- Reviewing and signing off company policies
- Reviewing and signing off company budgets, cash flow and Management Accounts, and ensuring that financial projections are on target
- Being responsible for ensuring the company meet agreed funder targets and that the monitoring and evaluation is robust and appropriate

The company is seeking individuals with expertise and experience in a broad range of areas. **We do not expect people to have experience or knowledge in all of these areas, but are particularly interested in anyone experienced in:**

- Financial Management/Accounting
- Charity Law
- Human Resources
- Fundraising – Trusts and Foundation
- An interest in strategic planning within the arts industry
- Promotion of diversity

## Time Commitments:

- Board meetings take place four times a year and are generally held over Zoom
- Annual General Meetings take place in conjunction with December Board meetings
- There is one annual Board Away Day that is usually held in London - an opportunity for Trustees and Senior Management to get together to share ideas and plan for the future
- Trustees are encouraged to come along to events in Stopgap's programme and are always invited to attend external training sessions that the company book for its staff.
- The Chair is expected to spend approximately a day a month, spread over different days, monitoring the company, supporting the team and promoting the company's work to potential partners, funders and significant individuals

## How to apply:

Please send a covering letter of up to 2 pages or a video/audio recording of up to 8 minutes explaining why you think you would be a good fit for the role and the specific skills and knowledge you feel you would bring.

You are also welcome to include a CV.

**Please email this to**  
[admin@stopgapdance.com](mailto:admin@stopgapdance.com)  
**by Friday 30th June at 6pm.**

If there are any adjustments we can offer to make the application and selection process more accessible then please let us know by using the email address above or by calling the office on **01252 745 443**.

If you would like an informal chat over the phone, video call or email before applying then please email Amy Owen on [admin@stopgapdance.com](mailto:admin@stopgapdance.com) who will organise this.

