

Council for Higher Education in Art and Design Call for Co-opted Trustees

Supplementary Information

Below is an outline of the structure of the CHEAD Board of Trustees and is intended to provide prospective Trustees with an idea of what you should expect from your potential involvement as a Trustee of CHEAD.

1. General Information

The Council for Higher Education in Art and Design (CHEAD) is the representative body for the art, design, creative media, and related disciplines in higher education.

CHEAD is a Charitable Incorporated Organisation (CIO). The objects of the CIO are to advance education for the public benefit by promoting knowledge and understanding of art and design within higher education institutions. Being a Trustee of CHEAD will involve taking on the responsibilities of a charity trustee. Further information about the duties and responsibilities of trustees can be found on the Charity Commission website <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

CHEAD's mission is to:

- contribute to the development of the HE Art & Design community
- promote and seek to improve its national standing
- effectively influence its engagement with our professional constituency, government, and industry

CHEAD facilitates debates and networking opportunities for senior staff from within and outside HE focussing on issues related to art, design, creative media, and related disciplines. CHEAD further facilitates support networks for staff in specialist areas, for example in research, leadership development and gallery curation.

2. The CHEAD Board of Trustees

The CHEAD Board of Trustees consists of 3 elected officers (Chair, Vice Chair, Treasurer), 6 elected members and up to 4 co-opted members. The Board of Trustees is served by a part time External Relations and Policy Director and part time Membership and Operations Director.

The primary role of the Board of Trustees is to:

- Represent the membership
- Respond to the demands of its membership
- Steer CHEAD in a direction that they believe will meet these
- React positively to such changes in the sector (and their consequences) as arise from time to time
- Be proactive at all times on behalf of the interests of the membership

3. Profile of Trustees

We seek to ensure that the Board of Trustees is representative of the diversity of our CHEAD membership and the breadth of our strategic objectives.

It is important that Trustees

- Can demonstrate breadth and depth of experience at a senior level in Art and Design at HE level, encompassing management, administration and teaching.
- Should have an acute awareness of the issues facing the sector
- Be willing to actively participate in contributing to CHEAD's mission and committed to be involved in its annual programme of activities and concerns.
- Be prepared to take on the responsibilities of a charity Trustee and to familiarise themselves with the necessary guidance and regulatory requirements

Members of the Board of Trustees give their time to CHEAD *pro bono*. It is expected that their home institutions will normally underwrite travel costs incurred. There are normally five Board of Trustee meetings per annum.

4. Responsibilities of Trustees

Trustees are expected to:

- Attend and actively contribute to every CHEAD Board meeting. There are normally 5 meetings, which are held in October, December, March, May, and July. Any member of Board of Trustees who fails to attend three consecutive meetings – other than through illness or incapacity - shall normally be deemed to have resigned.
- Actively participate in and support the ongoing work of CHEAD including representation, research, general HE policy discussions, preparation of position papers, reports and formal responses to government.

From time to time Trustees may be asked by the Chair to represent CHEAD at other events e.g. for advocacy purposes, in discussions with external agencies, including government and professional bodies, or by attending meetings or seminars of significance to the organisation.

Beyond these formal aspects the Board of Trustees offers valuable networking opportunities. Meetings are friendly, mutually supportive and conducted relatively informally.

5. Workload

The workload varies in the course of the year, however the minimum workload is considered to be attendance at up to 5 Trustee meetings and the CHEAD Annual Conference, around 7 days in the course of an academic year.

We appreciate the high workloads which our members already have so we work hard to ensure that Trustees have sufficient support from CHEAD staff.

CHEAD Strategic Plan

The main document structuring the work of the CHEAD Board of Trustees is the CHEAD Strategic Plan. This has been developed very largely with members' feedback and other input at Membership meetings and structures our work into strategic themes and constituent activities.

6. Benefits

It is appreciated that Trustees are already busy people and will be contributing even more of their time for the benefit of CHEAD and its general membership. The Board of Trustees runs as a relatively informal group and past members have almost all said how much they have enjoyed their periods of office, and by making a contribution to our sector, they benefited in many ways themselves. It is important that the work should be enjoyable, enhancing and of value to the members as well as the organisation.

Some of the benefits former Trustees have reported include:

- Satisfaction of being closely involved in the strategic planning and decision-making of a national body.
- Representing their own institutions at the highest level
- Always having the latest information and news of the sector

- Being aware of latest Government and Funding Council Policies and decision making
- Invaluable networking opportunities inside and outside of HE

Membership of the CHEAD Board of Trustees will require commitment and high level input but we are certain that the advantages to be gained for individuals and their institutions will be rewarding and will make the effort very much worthwhile.

Anna Maloney
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