



Board Director

Reports to: Chair of Board

Term: Up to four years with maximum of two terms

Eden Court has a vacancy for a member of our Friends scheme to serve as a Board Director. Our Articles of Association state that one place on the Board be reserved for a member of Eden Court Friends. The current representative is reaching the end of their term in June 2024, therefore we are seeking someone to fill this position.

Candidate specifications

PERSON SPECIFICATION

We are looking for someone who meets the majority of the following criteria:

1. A strong interest in the performing arts, film and creative education.
2. The ability to think strategically.
3. Excellent communication skills.
4. Collegiality.
5. Willingness to promote Eden Court in the wider community.
6. A high profile within the local business or arts community.
7. Experience of working at a senior level in the private, public or charitable sector.
8. A track record of attracting funds to organisations with which they are associated.
9. An understanding of the Highlands, its socioeconomic environment and the issues associated with the dispersed nature of its communities.
10. A commitment to equality, diversity and inclusion, as well as taking positive steps towards tackling the climate crisis.

RELEVANT EXPERIENCE FIELDS

1. Arts and culture
2. Catering and retail
3. Commerce
4. Conference and event sales
5. Finance
6. Marketing
7. Education
8. Fundraising

RELEVANT SKILLS

It is helpful if all members of the Board of Eden Court Highlands have a general knowledge and appreciation of the performing arts. Previous board experience and an understanding of charitable status is preferred but not required.

We encourage all Board members to play an active part in fundraising. Directors can contribute to our fundraising in a number of ways, including direct participation, through

introducing us to their contacts or through promoting Eden Court to friends and colleagues.

Position specifications

KEY RESPONSIBILITIES

1. Attend Board meetings (approx. four per year), the annual general meeting and any sub committees that they are appointed to.
2. Appraising, along with fellow Directors, the effectiveness of Board meetings.
3. Dealing with disciplinary matters, appeals and grievances (those relating to the Chief Executive and senior managers) and ensuring there is a suitable policy and guidance for doing so.
4. Ensure the financial probity of the company including ensuring there is an effective Audit and Finance Committee.
5. Ensure that the company complies with Health and Safety legislation and that the Board is adequately represented at Health and Safety Committee meetings.
6. To act as an ambassador for Eden Court Highlands Limited by promoting the organisation's role within the community along with its activities and its needs to the private, public and voluntary sectors so as to enhance the profile and assist with fundraising.

IN CONJUNCTION WITH THE CHIEF EXECUTIVE

1. Establish the vision, aims and objectives of Eden Court in keeping with its charitable objects and artistic policy.
2. Oversee the development of the business planning process to achieve the aims and objectives.
3. Ensure that the company has an up to date realistic risk register that helps it to manage material risks in a sensible way.
4. Develop, monitor and revive company policies, including employment policies, and ensure their implementation by the company's senior management team.
5. Ensure positive relationships are maintained with major stakeholders including Creative Scotland and Highland Council.

PURPOSE

Responsible (with fellow Directors) for the strategic leadership and governance of Eden Court, its financial stability and the safeguarding of its assets, as well as providing advice and support to its senior management team.

Eden Court Highland is a company limited by guarantee and a charity registered with the Office of the Scottish Charity Regulator (OSCR). The Directors of the company are also Trustees of the charity.