

Liverpool Biennial

LIVERPOOL BIENNIAL – APPOINTMENT OF NEW CHAIR

Thank you for your interest in the role of Chair of the Board of Trustees of Liverpool Biennial, which is a national portfolio organisation of Arts Council England. Please find attached a description of the role and responsibilities involved, together with some background information about the Biennial.

The position is unpaid, although reasonable travel and other expenses will be reimbursed. The time commitment involved is usually equivalent to one full day per month, although more may be required from time to time. This comprises four Board meetings per year, plus other sub-committee meetings (usually held quarterly), an annual general meeting, time to study papers, periodic meetings with the Director and other staff, and Biennial opening and other events. Meetings will be held in both London and Liverpool.

We hope that you feel that you have the vision, drive and skills to Chair the Biennial and are looking forward to hearing from you.

If you would like to apply you should include:

- A letter of application identifying your relevant skills and experience and how you feel they will benefit Liverpool Biennial;
- A full curriculum vitae identifying your main achievements to date;
- The names and full contact details of two referees. We will request references only with your prior agreement if you are invited to and confirm attendance at interview.

It would be helpful if you could complete a separate Equality Monitoring Questionnaire to enable us to monitor the effectiveness of our selection policy and processes, and ensure that our recruitment is reaching an optimally diverse audience. The form is located on the website, alongside this job information pack. The information you provide will also help us identify any barriers to fair and diverse selection. Your answers will be treated in confidence and used for statistical monitoring purposes only and will not be seen by the Appointment Committee.

You should send your complete application and monitoring form to Jane Howard, at board-recruitment@biennial.com by the closing date of 29 February 2016. You should send the monitoring form as a separate document to your main application in order to ensure that once downloaded it remains entirely anonymous.

A committee of the Board will review applications and invite a short-list of applicants to interview. Interviews will take place in Liverpool during the last two weeks of March. Reasonable travel expenses will be paid, including costs for overnight accommodation if required.

If you have any queries about the recruitment process or application submission you can contact me on 07736 646 623

We look forward to hearing from you.

Yours sincerely,

Jane Howard
HR Consultant to Liverpool Biennial.

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Roles and Responsibilities of Chair and Trustees

Both the Chair and the Board of Trustees have the same general legal responsibilities to the company as any other director. They are collectively responsible for the success of Liverpool Biennial.

The Board's role is to:

- provide entrepreneurial leadership of the Company within a framework of prudent and effective controls which enable risk to be assessed and managed;
- set the Company's strategic aims, ensure that the necessary financial and human resources are in place for the Company to meet its objectives, and review management performance; and
- set the Company's values and standards and ensure that its obligations to its shareholders and others are understood and met.

The major duties and responsibilities of the Liverpool Biennial Chair and Trustees are as follows:

The Chair

- Maintains a high profile and take a leading role in the public representation of and advocacy for Liverpool Biennial;
- Ensures that the Board functions effectively;
- Ensures that the Trustees undertake their responsibilities diligently;
- Ensures that Liverpool Biennial meets its strategic aims;
- Advises and line manage the Biennial Director.

Trustees

- Constructively contribute to the overall strategic direction, policy, objectives and targets;
- Take an active role in the preparation and approval of the business plan;
- Observe the Biennial Board's articles of association, charity and company law and other regulatory requirements;
- Participate in the Biennial Board's various sub-committees;
- Act as the employer of the Biennial's Director;
- Comply with the Biennial's equality policies;
- Ensure that Biennial operations are evaluated effectively;
- Safeguard the Biennial's financial stability, including approval of the annual accounts;
- Approve the annual budget and advise on major resource issues;

Liverpool Biennial has a board of Trustees with a diverse range of skills and experience, drawn from a variety of occupations and backgrounds.

The current Board (December 2015) comprises:

Paula Ridley – Chair
Paul Hyland – Chair, Finance
Lesley Chalmers
Professor Juan Cruz
Roland Hill
Chris Kerr
Rebecca Heald
Peter Mearns
Rosalind Nashishibi
Judith Nesbitt
John Shield
Alexandra Wainwright
Tony Wilson

Liverpool Biennial Trustees have a collective passion for contemporary visual art, and are drawn from very diverse backgrounds, with skills or experience in a particular area, primarily the arts, but also, education, fundraising, marketing, or business leadership. Board members are not expected to take on sole responsibility for their area of expertise, as the Board is collectively responsible for its decisions and actions. Trustees are expected to involve themselves in committees and other matters according to their particular interests and skills.

In order to make an effective contribution to Liverpool Biennial the Chair and Trustees should be able to demonstrate the following:

Qualities and Experience Needed

The Chair is expected to have:

- An established reputation and international reach
- A high profile amongst national decision makers in both public and private sectors;
- Considerable experience of leadership in the public and/or private sectors.

The Chair and Trustees are expected to have:

- An interest in Contemporary visual art;
- Extensive experience from the world of business and the arts;
- Well established diverse professional networks;
- An understanding of, and a commitment to Liverpool Biennial and how it works within the cultural ecology of the UK;
- A desire to work in the best interests of Liverpool Biennial, without regard to personal interest or benefit;
- Objectivity, fairness, integrity, wisdom, discretion and good judgment;
- Strategic vision, creative thinking, independent judgement and ability to focus on practical issues;

- Effective advocacy and communication skills;
- A willingness to play an active role in fundraising;
- An understanding of good governance in business, the public or not-for profit sector and the duties and responsibilities of trustees. More details about the legal obligations of trustees can be found on the Charity Commission website at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- No significant conflicts of interest;

Time Commitment

- Time commitment is usually the equivalent of one full day per month, although more may be required from time to time. This includes four Board meetings, an annual general meeting and other sub-committees as necessary. In addition time will be needed to study meeting papers, and attend the Festival opening and other events.
- The Chair and Trustees should be prepared to serve for two three-year terms and in some circumstances serve a third term;
- Board and committee meetings are held in Liverpool and London.

Eligibility

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the Company Director's Disqualification Act 1986, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If you are in any doubt about your eligibility, visit the Charity Commission website at www.charitycommission.gov.uk

Although selection as a Trustee is not a public appointment, the seven principles of public life as defined by the Nolan Commission (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) are applicable to this role.

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BACKGROUND INFORMATION

Liverpool Biennial is the UK Biennial of Contemporary Art, and presents a free festival of contemporary art from around the world. It takes place over 14 weeks across the city in public places, galleries and online. Liverpool Biennial is underpinned by a programme of [research](#), [education](#), residencies and [commissions](#).

The Biennial exhibition brings an international focus to our work. It is the moment when the world comes to Liverpool to engage with our thinking, and when we present art to the world.

Founded in 1998, Liverpool Biennial has commissioned [268 new artworks and presented work by over 400 artists](#) from around the world. During the last 10 years Liverpool Biennial has had an economic impact of £119.6 million.

In 2014 Liverpool Biennial worked with 60 artists to realise 35 new commissions, as well as producing a substantial education programme and publication. Liverpool Biennial 2014 attracted 877,000 visits including 188 group visits. 1,556 press articles were written about Liverpool Biennial 2014, reaching audiences in 35 countries, with a total reach exceeding 108 million people.

Both Bloomberg New Contemporaries Exhibition and the John Moores Painting Prize at the Walker Art Gallery are key strands of the Biennial and draw new audiences to the city. New Contemporaries presents the best of recent graduate works and John Moores shows the results of an open competition for contemporary painters.

Sally Tallant is the Artistic Director and CEO. Liverpool Biennial was conceived and founded in 1998 by James Moores (with Jane Rankin Read, Lewis Biggs and Bryan Biggs) and presented the first Liverpool Biennial in 1999.

[Liverpool Biennial 2016](#) takes place from 9 July until 16 October.