



Liverpool Biennial Trustee

Information Pack

Closing date: 26 November 2023, 11.59pm

Liverpool Biennial

LIVERPOOL BIENNIAL TRUSTEE – CANDIDATE INFORMATION – October 2023

Thank you for your interest in joining the Board of Trustees of Liverpool Biennial, the UK Biennial of Contemporary Art, which is a national portfolio organisation of Arts Council England and is supported by Liverpool City Council. We are also a registered Charity.

Liverpool Biennial presents a free festival of contemporary art from around the world. It takes place over 12-14 weeks across the city in public places, galleries and online. It is underpinned by a year-round programme of research, education, residencies and commissions. The 12th edition of the Biennial, uMoya: The Sacred Return of Lost Things has recently taken place (10 June – 17 September 2023). 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.

We are seeking inspiring and engaged individuals who will share our values, ensure best practice across the organisation's activities and contribute to continuing to raise our profile nationally and internationally, to join our strong Board of committed and proactive trustees and passionate team of staff. The position is unpaid, although reasonable travel and other expenses will be reimbursed. The time commitment involved is usually equivalent to one half day per month, although more may be requested from time to time. This comprises four Board meetings per year, plus other sub-committee meetings (usually held quarterly), an annual general meeting, an annual awayday, time to study papers, Biennial opening, and other related events. Meetings will be held in Liverpool, London and online, and occasionally there may be events in other locations in the UK. All new Trustees will be offered full induction training, and we will offer further support and training to anyone who may be serving on their first ever Board.

Diversity and inclusion are core values at Liverpool Biennial. We welcome applications from all sectors of the community, including applications from people of colour, Black, Asian and minority non-white groups, Indigenous people, Disabled people, people who identify as being LGBTQIA+ and others of any age, and young people aged 18-25, who demonstrate the ability to contribute to our vision of a diverse and inclusive community.

We are particularly interested in those who might be able to bring experience in, and an understanding of areas such as:

- Higher education
- Creative practice
- Supporting and working with communities
- Safeguarding and wellbeing
- People and HR
- Finance, accountancy, business
- Leisure and tourism
- Digital innovation, media and tech

If you do not have expertise in any of these areas but feel that you have something exciting to offer the Liverpool Biennial, please do apply. We'd love to hear from you.

If you would like to express your interest, please email a covering letter and a cv to Kezia Davies at board-recruitment@biennial.com. If you feel that a CV and letter is not really your style, you may choose to send us a three-minute video, highlighting your skills and telling us

why you think you would make a good Board Member. If you want to use this method of application, please email your full contact details and a three-minute video to board-recruitment@biennial.com.

It would be helpful if you could complete a separate Equality & Diversity Monitoring Questionnaire, which we will send to you via Survey Monkey on receipt of your application. This will enable us to monitor the effectiveness of our selection policy and processes and ensure that our recruitment is reaching an optimally diverse audience. 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 interview panel.

The closing date for expressions of interest is 26 November 2023, 11.59pm.

There is some information about the current Board and roles and responsibilities of Trustees below, however If you have any queries about the role or Liverpool Biennial please email our Operations Manager, Kezia Davies (kezia@biennial.com) and we will arrange a mutually convenient time for you to have a conversation about the role with our Director, Sam Lackey or Chair, Kathleen Soriano.

Roles and Responsibilities of Liverpool Biennial 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

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

The Chair

- Maintains a high profile and takes 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 manages 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 Diversity & Inclusion policies and Code of Conduct
- 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 comprises:

Kathleen Soriano – Chair
 Ian McCarthy – Deputy Chair
 Natasha Bintley - Treasurer
 Rick Behari
 Jonathan Falkingham
 Simon Groom
 David Heron
 Hetain Patel
 Jonathan Falkingham
 Catherine Petitgas
 Laurence Pritchard
 Scott Smith
 Ying Tan

Liverpool Biennial Trustees have a collective interest in contemporary visual art, and are drawn from diverse backgrounds, with skills or experience in a particular area, including the arts, but also, education, fundraising and philanthropy, communications, marketing, engineering, property development and 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

Trustees are expected to have:

- An interest in contemporary visual art
- Diverse professional networks
- An understanding of and commitment to Liverpool Biennial
- 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 Gov.uk website [here](https://www.gov.uk)
- No significant conflicts of interest

Time Commitment

Time commitment is usually the equivalent of one-half day per month, although more may be requested from time to time. This includes four Board meetings, an annual general meeting, an annual awayday and other sub-committees, as necessary. In addition, time will be needed to study meeting papers, and attend the Festival opening and other events.

In the first instance Trustees are invited to serve a three-year term with the possibility of extending for a second term of three years. In exceptional circumstances Trustees may be invited to serve a third term.

Board and committee meetings are held either in Liverpool, in London or on-line.

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.

Further details about Liverpool Biennial can be found on our website at www.biennial.com



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