

# Vivid Roots Collective

## Board Member Recruitment Pack



### SUMMARY

**Application launched** 29th January 2024

**Application deadline** 11th March 2024

**Interviews** w/c 25th March

**How to apply** Note of interest (no more than 1 page or 750 words) and CV to [contact.vividroots@gmail.co.uk](mailto:contact.vividroots@gmail.co.uk); subject line **BOARD APPLICATION**

Your note of interest should tell us:

- How your experience makes you a good fit for our board
- Why you are interested in the being a board member
- What excites you about the work that we do

Please get in touch if you would like to talk to one of the team before applying or see our website: [www.vividrootscollective.co.uk](http://www.vividrootscollective.co.uk)

### What we're looking for

We are looking for board members who share our company values, who believe in our vision, and who can support the CEO and the board to build on the exciting beginnings for this new Highland theatre company.

Anyone is welcome to apply, but we are particularly interested in talking to people who;

- Are a Highland based theatre-maker (including emerging theatre-makers)
- Are a Scotland-based emerging theatre-maker
- Are global majority
- Have previous experience on boards
- Have experience in the following areas for either 3rd sector or private sector organisations
  - Finance or funding
  - Marketing and communications
  - Environmental policy
  - Law (particularly charity law)

We are also recruiting a **board chair**. If you are interested in chairing our board, please indicate this in your email. For board chair applications, we would like you to have:

- Previous experience chairing boards (not limited to arts or 3rd sector)
- **Or** at least 5 years experience (cumulative) as a board member for more than one organisation
- And skills in the following areas:
  - Strong inter-personal skills
  - Excellent communication
  - Time management
  - Managing teams

# ABOUT VIVID ROOTS COLLECTIVE

Vivid Roots Collective is a Highland-based theatre company creating professional opportunities for local and emerging theatre makers.

We believe that by supporting emerging and early-career theatre-makers in the Highlands, we will encourage artists to remain in the region while they pursue their professional development. These artists will contribute to the local workforce, particularly in hospitality, retail and tourism, instead of relocating for work elsewhere. In this way, Vivid Roots Collective will combat regional depopulation.

Through our efforts to support and retain emerging and early-career theatre-makers, Vivid Roots Collective will contribute to the Highlands being recognised as part of Scotland's arts and culture nationally and internationally.

We are members of Inverness Chambers of Commerce, Federation of Scottish Theatre, and Independent Theatre Council.

## Our team:

- Laura Valerie Walker | CEO & Creative Producer
- Sophie Wink | Artist & Community Officer
- Keira Smith | Lead Artist & Board Member

## Our projects to date:

- September 2021 *#WIP1*; an online work-in-progress showcasing work from our co-founders and 5 emerging performers. This activity was crowdfunded and supported in-kind by Eden Court.
- September 2022 *HYSTERIA*; an R&D and play commission about gender inequality in medicine, funded by the National Lottery via Creative Scotland and supported in-kind by Lyth Arts Centre.
- May 2023 *FUTURES*; a report on the needs of emerging theatre-makers in the Highlands, based on interviews and focus groups with almost 40 participants. Funded by the National Lottery via Creative Scotland.
- September 2023 *ROOTS Festival*; our first annual festival for local and emerging theatre makers, with 6 talks, 6 workshops, and 2 performance events. Funded by the National Lottery via Creative Scotland and First Port, and sponsored by Rendezvous Cafe and Aeternum Shop.

We are building an income generation strategy which involved running workshops and producing activities for other companies and organisations. Currently we are running workshops with UHI Inverness, and DYW ICH. We have also produced a programme of activity for Skye Bridge Studios.

## Values

**Care.** This is about treating everyone we interact with respectfully and inclusively; taking care over the creative work that we produce and offer; and embedding our EDI policy and support at all stages of our work.

**Learning.** This is about taking opportunities to learn more about ourselves and the organisation at all times; being transparent about the way that we work so that we can celebrate best practice and learn from our shortcomings; and creating safe spaces that nurture trust and development.

**Ambition.** This is about being true to our vision as a company; honouring the creative and professional ambition of those we work with; and supporting others in realising their own creative and professional goals.

# RESPONSIBILITIES

The board is responsible for supporting the CEO in achieving the company's aims. We are recruiting a board for the first time, so we are excited to bring in new perspectives and experiences. This will mean that the board will be helping the team navigate the company at an early stage and will be instrumental in establishing policies and procedures.

We are committed to making sure that all board members have a positive and fulfilling experience with the company and will be working hard to establish a strong onboarding process so that all board members understand the organisation and feel equipped to undertake their work fully.

## General

- Board members must maintain communication with other board members.
- Board members must attend quarterly board meetings, and the AGM. The meeting agenda, along with any accompanying documents, should be shared with the full board and executives in advance of meetings.
- Board members must support the company's programme of delivery and ensure that all of the company's activities are in line with company values, missions and objectives, and not the interests of individuals.
- Board members should advocate for the company and its work, and show an active interest in the company's activities and people.

## CEO & Team

- Board members must maintain communication with the CEO.
- The company strategy will be created by the CEO, but must be signed off by the board each year to ensure that the strategy is still relevant and aligns with the company's charitable purpose, vision, and mission.
- Together with the CEO, all company policies should be reviewed annually.
- The board are responsible for ensuring that the CEO and team are carrying out their work in alignment with the company's charitable purpose, vision, and mission; that they uphold company values; and that they are performing their duties as set out in executive reviews.
- The board will carry out CEO and team reviews annually, which will include pay reviews. When an executive leaves the company or is determined unfit for their position, the board must follow company policy and articles to recruit and appoint a new executive director.

## Legal & Financial

- The board is responsible for ensuring that the company is run in accordance with the law, and must remain current on changes that might affect the company. This includes the financial and reporting obligations that the company must carry out. The board are responsible for ensuring that the company is reporting and governing its finances in full accordance with the law.
- The board must ensure that all activities of the company are legal, ethical, and in alignment with company policies and values.
- The board must ensure that the company's finances are managed to ensure the sustainability of the organisation.