



# Chair Recruitment Pack





## Welcome

Thank you for your interest in a-n The Artists Information Company.

This pack provides background information about the organisation and the role of Chair.

For further information on our activities see our website [a-n.co.uk](https://a-n.co.uk).

a·n



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# The Opportunity

## **a-n is seeking a new Chair of the Board.**

We are inviting only artists to apply for the role.

a-n is committed to developing artists as leaders and to becoming an artist-led organisation. Candidates may be at different stages of their leadership development, with different levels of governance experience. The new Chair will be given a full induction and access to training opportunities and, where appropriate, aspects of the role and responsibilities may be shared with other Board members.

The new Chair will be joining a-n at a pivotal moment as we review our mission, values and aims, write a 5-year business plan, and develop a new brand and new website.

The anticipated time commitment is 2 to 3 days per month at £250 per day.

"Chairing the a-n Board is inspiring and invigorating.

We have built a Board that reflects a broad range of skills and experience and which is active, lively and fresh. Everyone brings their values and thinking to the table, we listen and we think - ensuring that we act in the interests of a-n and the community it serves.

It has been an enormous privilege to Chair this exciting organisation. There have been many ups and downs and I am proud to pass the baton to a new Chair with a-n in a great place, with more members than ever before and a great track record of supporting artists when and where it really matters. Working with such a fantastic team of people, who are dedicated, flexible, creative and passionate about supporting the visual arts, has been a joy.

This is a terrific job and a great opportunity for an artist."

Jayne Knight, Chair of a-n Board, 2011-2022

## Overview

a-n is the largest artists' membership organisation in the UK with over 28,000 members and is the UK committee of the UNESCO International Association of Art (IAA).

In 2020 we celebrated our 40-year anniversary, having grown from a grass-roots 500-copy-a-month newsletter in 1980, to a magazine, online platform, and now a professional membership organisation focusing on our members' needs.

In the past 2 years the company has shown resilience and made a strong recovery from the disruptions of the pandemic. We are in excellent financial and reputational health, with a strong staff, Board and advisory council, a growing and loyal membership, and the success of influential campaigns and programmes to build on.

For more information about a-n and the Board see our website [a-n.co.uk/about/a-n-board/](https://a-n.co.uk/about/a-n-board/).





## The Board

The Board sets the strategic direction and ensures effective governance for the company and its business. Board members play an active role representing a-n externally as well as monitoring the organisation against its agreed objectives and targets.

There are currently 12 Board members and 2 Associate members (trainee roles). In the past 3 years we have increased the diversity of the Board to be more representative of our membership and the UK. At present 50% of Board members are artists, 64% are female, 64% represent ethnicities other than white British.

The Board meets 4 times a year either via Zoom or in London. Meetings last 3 hours and papers are provided two weeks in advance.

The Executive Committee is a sub-committee of the Board including the Chair plus Board members with expertise in Finance, HR, Legal and Digital. This group meets 6 times a year via Zoom.

All Board members can serve for a three-year term and are eligible to serve for up to three terms.

Board members who are non-salaried or self-employed can claim £250 per day plus expenses for Board activities. This includes the Chair role.

# The Role of Chair

## Role and Responsibilities

- Provide leadership to the Board, chairing meetings and facilitating Board business
- Set high governance standards and oversee the performance of the Board and its members
- Provide direction in setting strategy, policy and decision-making
- Ensure the Board understands its liabilities in relation to risk and compliance
- Model openness, inclusivity, impartiality and confidentiality
- Facilitate a supportive and positive approach alongside robust scrutiny and challenge
- Line manage and support the CEO, including objective setting and annual appraisal
- Oversee Board recruitment and induction
- Act as an ambassador for a-n, representing the organisation and membership externally

## Person Specification

### Essential:

- An artist
- Understanding of the work of artists across artforms and experience
- Extensive contacts and networks in the visual arts and cultural sector
- Organisational and motivational skills
- Strong communication and interpersonal skills
- Commitment to equality, diversity and inclusion
- A natural collaborator, comfortable with divergence and consensus building

### Desirable:

- Leadership and management skills
- Governance or committee level experience
- Experience in chairing meetings and facilitating discussion
- Understanding of financial management and business planning
- Experience in managing risk, liability and compliance
- Ability to act with impartiality, authority, credibility and influence
- Advocacy and ambassadorial experience

# Mission and Aims 2018-22

## Company Mission

Our mission is to stimulate and support contemporary visual arts practice and affirm the value of artists in society. We do this through advocacy, research and information.

## Core Activities

*Advocacy* – we ‘make the case’ for the value of visual arts and artists in society through campaigns, case studies and representation by a-n, our Artists Council and our members, to government and at public events, conferences, round tables and in other commentary.

*Support* – we assist our professional membership in their artistic practice and ability to make a living from what they do through sector news, information, resources, toolkits, professional development, member networking events, services and cash bursaries.

*Knowledge and future thinking* – to inform our advocacy and programmes we engage in and commission research (our own and in partnership), work with think tanks, and are active in new product and service development.

## Core Aims

*Making the case for the importance and value of the role of artists and the visual arts* – a-n campaigns continue to positively impact on the lives of artists and the visual arts ecology.

*Maintaining and developing a more diverse, engaged and resilient professional membership* – a-n is visible, working regionally with its members, partners and networks, with the benefit of a UK-wide perspective.

*Future thinking for our members* – a-n is the visual artist’s hub for knowledge and intelligence; a-n delivers artist-centred activity, programmes, research and resources with its members and partners, relevant to our role and mission; a-n has established pioneering business partnerships of mutual benefit that deliver tangible and impactful benefits and solutions for our members.

*Ensure long-term resilience* – maintain and grow the membership; build our capacity for self-generated income, charitable and commercial partnerships.



"Being a member of the a-n Board at a pivotal moment in the evolution of the organisation is rewarding. I've been blown away by the quality of our conversations and value the opportunity to contribute to decision-making at the highest level."

Sonia Boué, artist and a-n Board member

"My experience as a Board member of a-n has been overwhelmingly positive. I enjoy being on the Board and I love the ethics of the organisation."

Zarah Hussain, artist and a-n Board member

# Application Process

To apply, please send the following to [Ellie.Clewlow@a-n.co.uk](mailto:Ellie.Clewlow@a-n.co.uk) with 'Chair of the Board application' in the email subject line:

- A 500 word statement
- Your CV with contact details of two referees
- A completed [Equal Opportunities Monitoring Form](#)
- If relevant, a [Guaranteed Interview Form](#)

For further information or to discuss the role in more detail, please email a-n CEO [Julie.Lomax@a-n.co.uk](mailto:Julie.Lomax@a-n.co.uk).

If for reasons of disability you wish to respond in an alternative format, please email [Ellie.Clewlow@a-n.co.uk](mailto:Ellie.Clewlow@a-n.co.uk) or call +44 (0)300 330 0706.

**Deadline: 12 noon, Monday 5 September 2022.**

**Interviews will be with members of the Executive Committee on Tuesday 13 September and Wednesday 14 September.**

The successful candidate will be invited to observe the Annual General Meeting (AGM) and Board meeting on Friday 30 September 2022, 1pm-4pm.

Full appointment to the role as Chair of the Board will take place at the Board meeting on Friday 9 December 2022, 1pm-4pm.



## Equal Opportunities

We strive to ensure that opportunities to work and develop at a-n are open to all. We treat all applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector.

In recognition of our commitment to disability equality and inclusion, a-n is a Disability Confident Committed Employer. The Disability Confident scheme aims to help employers make the most of the opportunities provided by employing disabled people.

a-n is committed to being an inclusive employer and we are seeking applications from artists from a range of backgrounds and experience. a-n is a UK-wide organisation and we encourage applications from England, Wales, Scotland and Northern Ireland.

# Data Protection

Information provided by you as part of your application will be used in the recruitment process only – data will be held securely with access restricted to those involved in the process. Once this process is complete, data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personal record.

Information provided by you in the Equal Opportunities form will be used to monitor a-n's diversity policies and practices. By submitting your completed application, you are giving consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personal record if you are the successful candidate.

For further information on how we use your data, please see our [Privacy Policy](#).

a-n The Artists Information Company, Registered in England (No 1626331)  
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