

SEDOS BOARD OF TRUSTEES INFORMATION FOR CANDIDATES INTERESTED IN BECOMING A TRUSTEE

Spring 2019

A. ABOUT SEDOS

With a membership of over 200, a programme of around 8 to 10 challenging fringe theatre productions every year and a reputation for West End quality in every production, Sedos (The Stock Exchange Dramatic And Operatic Society) is proud of its claim to be the premier amateur theatre group in the City of London.

The acting and producing membership includes an eclectic mix from all over London but maintains strong links with the City via its members from investment banks, law firms, brokers, the Exchanges and many other financial and city based firms.

We maintain a strong emphasis not only on member participation but also on excellence, as the reputation of the Society grows within the community.

Sedos operates as a Charitable Incorporated Organisation (CIO) with charity number 1173896. Its charitable objects are:

1. To educate the public in the fields of dramatic and musical theatre and to further development of public appreciation of and taste in the said fields; and
2. To give opportunity for persons interested in the fields of dramatic and musical theatre to participate, whether on or off stage, in theatrical productions of high quality.

B. ABOUT THE SEDOS BOARD OF TRUSTEES

Sedos converted to a CIO structure in July 2017. Its Board of Trustees comprises up to 12 members, of which nine are directly elected. The (elected) Chair of the Management Committee is an ex-officio member, and the Board of Trustees can co-opt an additional two Trustees to serve between AGMs to fill specific skills gaps.

The Board of Trustees' primary responsibility is to ensure the long-term financial health of the society, as well as ensuring compliance with laws, regulations and financial reporting obligations. This involves ensuring performance, rehearsal and build space and managing the Society's assets.

Day-to-day responsibility for running and managing the Society is delegated to a Management Committee (which is also elected from the Society's membership), with the Board retaining an oversight role.

C. ABOUT THE ROLE

As the decision making body of Sedos, Sedos's Trustees have specific responsibilities. The Board of Trustees has and must accept responsibility for directing the affairs of Sedos, ensuring it is solvent and well managed, and that it acts within its objects.

Trustees are expected to support the strategic direction of Sedos; they are not expected to be involved in day to day operational considerations.

The role is unpaid. Meetings are generally held in central London.

Legal responsibilities

All Trustees must comply with their legal responsibilities. In summary, these are:

- Ensure the charity is carrying out its purposes for the public benefit;
- Comply with the charity's governing document and the law;
- Act in the charity's best interests;
- Manage the charity's resources responsibly;
- Act with reasonable care and skill; and
- Ensure the charity is accountable.

For more information on the legal responsibilities of charity trustees, please read: "[The essential trustee: what you need to know, what you need to do](#)", The Charities Commission (May 2018).

Eligibility

To be elected as a Trustee, the following criteria apply:

- You must be **over 16 years old**;
- You must be **a member of Sedos**; and
- You must have been a member of Sedos for **at least 12 months** prior to your election.

You must NOT act as a trustee if you are disqualified under the Charities Act. For more information on the Automatic Disqualification Rule, please read: '[Automatic disqualification rules for charity trustees and charity senior positions](#)', The Charities Commission (August 2018).

Skills and knowledge

Those considering becoming a Trustee for Sedos should have:

- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee;
- A passion for the arts with a particular interest in theatre;
- A commitment to the aims and objectives of Sedos;
- A broad overview of, and the ability to address, issues relating to the full range of the Society's operations;
- The ability and willingness to act as an advocate for the organisation and to represent its work to an external audience;
- The ability to exercise good independent judgement, to think imaginatively and strategically, and to contribute to effective decision-making;
- A willingness to devote the necessary time and effort;
- A willingness to contribute openly to debates and discussions;
- The ability to work effectively as a member of a team

Skills, experience, expertise and an interest in **risk and risk management** would be of particular benefit to the Society given the current balance of skills amongst existing Trustees.

Time commitment

Board members will be expected to dedicate such time and energy to the organisation as is necessary to meet its ambitions.

This will mean:

- An initial induction;
- Approximately four general Board meetings a year, including preparation time;
- Attendance at sub-committee meetings and activities;
- Attendance at the Society's Annual General Meeting;
- Attendance at other meetings as required, including Trustee Away Days and meetings with the Management Committee;
- Ongoing regular attendance of the Society's artistic programme.

Length of term

Typically, the term for newly elected Trustees will be three years in the first instance, with the possibility of re-election for additional three-year terms without limit.

At the 2019 AGM, five elected Trustee positions will be vacant:

- Three positions carrying a full three year term (i.e. to 2022);
- Two positions carrying a one-year term (i.e. to 2020), due to the early retirement of existing Trustees.

Applicants are invited to express a preference for either a three-year or a one-year term. In the event that the preferences of those elected does not match the terms available, lots will be drawn to allocate successful applicants to the vacant positions.

D. EQUALITY AND DIVERSITY

Sedos is committed to equality and diversity in all spheres of its work, and therefore welcomes applications by members to become a Trustee irrespective of age, gender, race, ethnic or national origins, sexual orientation, disability, religious or political beliefs, marital status, physical appearance, medical condition, or social or economic class

E. ELECTION PROCESS

Sedos' Trustees are elected by its members at its Annual General Meeting (AGM). The 2019 Sedos AGM takes place on the evening of Wednesday 1 May 2019.

To stand, potential applicants must email **Alex Baker** at [alexanderjbaker\[at\]gmail.com](mailto:alexanderjbaker[at]gmail.com) no later than **Friday 5 April 2019** indicating their desire to stand along with a short written statement explaining why they are interested in becoming a Trustee of Sedos, and the skills and experience they would bring to the role.

A list of candidates, along with their written statements, will be published to members in advance of the AGM.

F. MORE INFORMATION

If you would like more information about becoming a Trustee with Sedos, please contact **Alex Baker** at [alexanderjbaker\[at\]gmail.com](mailto:alexanderjbaker[at]gmail.com).