

APPLICATION PACK – BADA TRUSTEES

The British American Drama Academy (BADA) was founded in 1984 to enable students from across the world to study classical theatre with leading actors and directors of the British theatre.

The Academy is a company limited by guarantee, registered in England and Wales No. 1828640, governed by its Articles of Association dated 23rd April 2018. It is a registered charity in England and Wales No. 291796.

Following a thorough review process over the past year, the Governors made the decision to update the governance structure of the Academy to bring it into line with modern practice. New Articles of Association were adopted on 23rd April 2018, under which all the Governors retired and four of their number were appointed as Trustees.

The Board of Trustees is responsible for the governance of the Academy. Its members act both as Trustees of the Charity and Directors of the Company. It meets every four months. Management of the Academy is delegated to a small team, under the leadership of the Managing Director, Tim Denham, working in close cooperation with the Dean, Eunice Roberts, reporting to the Trustees regularly.

BADA runs the following programs:

- The London Theatre Program (LTP) in association with Sarah Lawrence College (SLC); a full-time conservatory acting program, over one or two semesters, consisting of 8 weeks of classes followed by a 5-week production period culminating in a full performance in a London theatre.
- The Midsummer in Oxford Program (MIO); an intensive acting program held over four weeks at Magdalen College, Oxford in association with the Yale School of Drama.
- The Midsummer Conservatory Program (MCP); for high school students held over three weeks at Wadham College, Oxford.

Supporting the work of BADA is The American Friends of BADA (AFBADA), a not-for-profit organization in the USA which raises awareness and funds for scholarships for BADA programs.

BADA is fully committed to ensuring the continued future success of the Academy, and maintaining the excellence of the training and educational opportunities it offers its students. Enabling all our students to gain the most from the ‘BADA experience’ remains the core purpose of the Academy.

We are seeking three new board members. Of particular interest will be candidates with skills and experience in:

- Governance
- Financial supervision
- Educational planning
- Fundraising
- US education

We particularly encourage applications from black and minority ethnic candidates.

Role Description

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| Role title: | Trustee (Director) |
| Salary: | Voluntary – unpaid |
| Time commitment: | Four Board meetings per year; late afternoons or evenings on weekdays Some committee work between meetings |
| Terms of service | Initial 3-year term. Trustees can be re-appointed up to a maximum of 2 terms |
| Location: | London |
| Start date: | March 2019, with preliminary interviews in the week commencing 14 th January 2019 |

Role Summary

Board members oversee the company’s strategy, finances, operations and governance, working with the outstanding artistic and operational company management and leadership.

The Charity Commission identifies six essential duties of a Trustee:

- To ensure your charity is carrying out its purposes for the public benefit
- To comply with your charity’s governing document and the law
- To act in your charity’s best interests
- To manage your charity’s resources responsibly
- To act with reasonable care and skill
- To ensure your charity is accountable.

New board members will have a passion for theatre, theatre education and have the confidence and ability to become part of an experienced and highly-motivated board guiding BADA’s future.

The ability to be available to regularly attend Board meetings will be an important consideration.

Key Responsibilities

As a member of the Board of Trustees, you will:

- Ensure that the Academy has a clear vision, mission and strategic direction and is focused on achieving these
- Contribute actively to the Board's role in giving strategic direction to BADA, setting overall policy, defining goals, setting targets and evaluating performance against agreed objectives and targets
- Support the BADA's vision and provide critical oversight with regards to the practical and financial implications of the artistic programme
- Approve the next Business Plan in due course, including overall objectives and budgets while delegating implementation to the staff, ensuring BADA's overall financial stability and sustainability
- Safeguard the reputation and values of BADA and champion equality and diversity
- Have a willingness to contribute to the fundraising targets of the Academy annually, which could include: attending fundraising events, introductions to potential individual or corporate supporters, or a personal donation within his or her means
- Attend BADA student productions as regularly as possible and support the staff in their activities through attendance at key events
- Be willing to use your professional networks for the benefit of BADA
- Devote the necessary time and effort to fulfil your role as Trustee.

The above list of duties is indicative only.

Person Specification

We want our Trustees to share our passion for theatre and British theatre training, and have a strong empathy with our vision to enable US students to participate fully in our courses, irrespective of financial constraints or ethnic diversity.

Essential requirements:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive.
- A commitment to promoting equality and diversity.

How to Apply

Applications should be made by submitting a letter of no more than two sides of A4 explaining how you feel you could bring benefits to BADA as a Trustee.

In addition, please include:

- A CV
- A completed Equal Opportunities Monitoring form.

Applications should be emailed in confidence to: Tim Denham, Managing Director at tdenham@bada.org.uk, to arrive before 14th December 2018 23:59.