



Board Member - Role Description

If you are considering joining the Board for the **Irish Street Arts, Circus & Spectacle Network**, then please read the following guidelines for more information on the role of a Board Member.

The Irish Street Arts, Circus & Spectacle Network (ISACS) is Ireland's leading support and advocacy organisation, for the development of these collective art forms. We aim to raise the profile, increase recognition and support the development of the sector by:

- **Information and resource sharing**
- **Advocacy and Policy development**
- **Training and Professional Support**
- **National and International Networking**

Our members are individuals and organisations who actively support, create, participate and encourage the development of Street Arts, Circus and Spectacle arts for, with and by Irish artists.

Main Responsibilities of the Board

The Board is ultimately responsible for all activities of the organisation. They keep an overview of vision, strategic direction and policy, rather than being involved in day to day operations.

A Board Members role includes:

- Approval of strategic plans and budgets.
- Review of performance against plans and making sure that any necessary corrective action is taken.
- Selecting, appointing, and supporting the Executive Director, including approval of Executive Director remuneration.
- Ensure proper financial reporting and controls, and that adequate financial resources are available for the organisation.
- Approval of key operational policies, including governance policies, employment policies, programme policies.

Leadership and Team Players

ISACS are a small organisation.

Here are some guidelines that will help the Board work well as a united team:

- Be honest, fair, and independent.
- Be committed to the vision, purpose, and values of the organisation.
- Act as a champion for the organisation, protect and promote the organisation's reputation.
- Get to know other Board members and build a good working relationship, and respect the confidentiality of Board meetings.
- Be an active participant in the Board's annual evaluation and planning work.

- Support the Executive Director and respect the authority that has been delegated to the Executive Director.

Conflicts of Interest or Loyalty

We appreciate that Board Members have other interests outside ISACS. In many cases those interests are a resource for contributions to the board. However, in some cases there can be conflicts of interest or loyalty.

To avoid any confusion, we ask that Board members:

- Declare all conflicts of interest and loyalty at the first available opportunity and at meetings of Committees and the Board. The group decides how to manage the conflict (e.g. it may not be suitable for you to vote, or you may be asked to step out of the meeting, etc).
- As directors, Board Members are legally obliged to act in the best interest of the organisation.
- We also ask that Board Members declare to the Board any gifts or hospitality received from potential suppliers of ISACS where there could be a conflict of interest.

What we Expect from a Board Member

- The Board generally meets four - six times per year, plus AGM and yearly strategy planning day.
- Board Members will likely also be assigned to one or more committees. Committees generally meet two to four times per year.
- Board Members will need to prepare for meetings in advance, and may be assigned tasks from the Board or committees.
- The role generally requires a commitment of 4-8 hours per month.
- The term of office for the Board is three years, with a possibility to extend for another three up to a maximum of six years.

What Board members Can Expect from ISACS

- When a Board Member joins you will get an induction mail to help you get up to speed, this will include our vision and strategy, governance code, latest accounts, reports, policies etc.
- We send all board documents at least five days before the board meeting, so Board Members have time to prepare.
- Should a Board Member ever feel unsure about the legal and financial responsibilities of the role, please ask the Executive Director or Chair and we will provide suitable advisors.

More Information: This document is just an overview of the responsibilities and duties of being a Board member.

The following documents will help you understand the role in more detail:

- [The Governance Code](#)
- ['A Practical Guide to Board Members of Arts Organisations' from The Arts Council](#)
- [ISACS Constitution](#)

We look forward to welcoming you to the ISACS board!

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