

## Board Recruitment

Many thanks for your interest in Acme Studios.

Please find below board recruitment information. Please also refer to the profiles of current board members, our Annual Report and Accounts for the year ended 31 March 2009 and our latest bulletin, all of which can be viewed / downloaded from the Governance page of our website.

If you are interested in applying to join our board the deadline for applications is **6 April 2010** and the process is set out on Page 3 of this information sheet. A monitoring form, which you will need to complete if you wish to apply, is also available from the Governance page of our website.

Following 6 April a sub-group of our board will meet to review applications and we will then invite prospective board members to an informal interview.

I look forward to hearing from you.

Kind regards,

Jonathan Harvey  
Chief Executive

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## ACME STUDIOS – RECRUITMENT OF NEW BOARD MEMBERS

### INFORMATION SHEET

Acme Studios is governed by a small, highly-skilled, effective and dedicated board – with knowledge of art, architecture, finance, property, and the law – which continues to direct and support the organisation. We are now seeking to expand the board in order to:

- ensure that we continue to remain in touch with the needs of artists
- ensure we have access to professional expertise and experience to help us to expand our services for artists
- add fresh perspectives

### Background

**Acme Studios Annual Report and Accounts 2008-2009** (attached) sets out in detail Acme's charitable objects, values and company details together with a full report on activities and finances for the period.

**Acme Housing Association Limited** was formed by artists, led by Jonathan Harvey and David Panton, and registered as a charitable housing association on 9 November 1972. Two further housing associations were subsequently registered and the 'group' of three, with identical committees of management, continued to operate, for all practical purposes, as one organisation using the name 'Acme Studios'.

On 1 April 2009 the three societies amalgamated and adopted the name **Acme Artists Studios Limited**. The organisation is an exempt charity i.e. to all intents and purposes a charity but exempt from having to register with the Charity Commission, and regulated by the Financial Services Authority. The Charities Act 2006 provides that at some future date exempt charities will be required to register with the Charity Commission, which will then become the society's regulatory authority. We understand that this process is due to begin in 'late 2010'.

Under the new rules of the amalgamated society, Acme Artists Studios Limited, the 'new' board consists of those board members appointed at the time of amalgamation (with dates of appointment):

Robert Barnes (23 November 1993)

Naomi Dines (12 June 2002)

Jonathan Harvey, Treasurer and Company Secretary (9 November 1972)

Henry Lydiate (29 February 2000)

Richard Millward (26 January 1998)

David Panton, Chair (9 November 1972)

Trevor Sutton (1 March 1988)

(Brief profiles of current board members are attached.)

The 'new' company has a 'closed membership' which provides that a person cannot be a member without being a board member and that once a board member ceases to be a board member they cease to be a member i.e. the membership is always identical with that of the board.

The board includes the co-founders (Jonathan Harvey and David Panton) who are also its executive officers (employees). Jonathan is Acme's Chief Executive, David Panton is Director Property Development. The new rules provide that employees who were members at the time of registration of the rules can be members. This means that the co-founders can continue as board members but no future employees can become members/board members.

The board following retirement of the co-founders at some future date, although it can co-opt employees, will be quite different. In the past policy development has been led by the co-founders who have provided consistency of vision, ensuring that the organisation keeps true to its founding principles. In the future this responsibility will quite naturally shift towards the board, which will have a chair who will not be an employee and which will appoint successive chief executives. New members will help strengthen the board in preparation for the eventual retirement of the co-founders.

**Acme Studios aims to have a board which:**

- is independent and acts in the best interests of the organisation
- has a membership that collectively possesses the skills, qualities and experience necessary to direct its activities, both current and future
- broadly reflects and represents the constituencies the organisation aims to serve, is culturally diverse, balanced in gender and reflects a range of ages and social and economic backgrounds
- ensures that best practice with regard to equal opportunities is implemented and promoted throughout the organisation's work

## Obligations of board members

The role of the board is to:

- direct the affairs of the association in accordance with its objects and rules and ensure that its functions are properly performed
- define and ensure compliance with the values and objectives of the association
- establish plans to achieve these policies
- approve each year's budget
- approve each year's accounts prior to publication
- agree policies and make decisions on all matters that create significant financial risk to the association or which affect material issues of principle
- monitor the association's performance in relations to these plans, budgets, controls and decisions
- satisfy itself that the association's affairs are conducted in accordance with generally accepted standards of performance and propriety
- take appropriate advice
- represent and promote Acme Studios externally

Specific obligations and terms of office:

- To attend regular quarterly board meetings – normally held at the organisation's office commencing at 6.30pm
- Attend the Annual General Meeting to be held within six calendar months after the close of each of its financial years, and
- When possible, to attend any other public events organised by the organisation or represent the organisation in other contexts
- Acme reimburses board members for any travel or other expenses necessarily incurred on Acme business
- Board members are covered by Professional Indemnity Insurance

## Procedure for admitting new board members and how to apply:

Any person can apply to join Acme Studios' board at any time, but for the purposes of the current board recruitment campaign the deadline for applications is **Tuesday 6 April**. All applications for board membership must include the following:

- A letter setting out the qualities, skills and experience of the applicant, their understanding of the objects and values of the association and an indication of their suitability to be a board member and how they can help achieve the association's strategic aims.
- An up to date curriculum vitae
- A completed monitoring form

All members joining the board will be required to stand for re-election at their first annual general meeting and must be nominated in writing by another board member. At each AGM, following the completion of the retirement rota as set out in the rules, at least one third of the board members retire, these being those board members who have been longest in office since they were last elected or re-elected to the board. Any retiring member may stand for re-election.

The association's share capital is raised by the issue of shares which have the nominal value of one pound and which carry no rights to interest, dividend or bonus. Successful applicants to the board will be required to apply to become shareholders of the association and to pay the sum of one pound.