



Young Professionals on Arts Boards

Section 1: Young Professional Details

Name:

Surname:

Organisation:

Job Title:

Business Address:

Postcode:

Business Telephone: +44 (0)

Business Mobile: +44 (0) 7

Business Email:

Business Website:

Home Address:

Postcode:

Home Telephone: +44 (0)

Personal Mobile: +44 (0) 7

Home Email:

Preferred Contact:

Business

Home

Section 2: Skills & Experience (please select all applicable)

Finance

General Management

Human Resources

IT

Legal

Marketing

Planning:

Press/PR

Sales/Trading

Training/Development

Other (Please specify):

Are you, or have you even been disqualified from the position of Company Director?

Yes

No

N.B. Your CV is required with this form to process your registration. Please highlight any other relevant skills/experience on your CV including listing other voluntary or paid Directorships/governance roles you have previously undertaken, and the names/contact details of 2 referees.



Young Professionals on Arts Boards

Section 3: Interests (please select all Art Forms that particularly interest you)

Arts Centre

Crafts

Festival

Heritage

Literature & Poetry

Music

Theatre & Drama

Other (please specify):

Community Arts

Dance

Film & Video

Library & Archive

Museum

Opera

Visual Arts & Gallery

Section 4 – Availability

Your availability (Please tick):

Daytime only

Evening only

Flexible

Your availability during the Day

Some employment contracts require permission before employees can accept a non-executive directorship or trusteeship. Does your contract require this authorisation?

Yes

No

Section 5 – Cost

There is a fee of £450 + VAT per participant (A&B NI Member rate) or £500+ VAT per participant (non-Member rate) to participate in the Arts & Business NI Young Professionals on Arts Boards Programme. Successful organisations will be invoiced by A&B NI for the Programme Fee upon acceptance of the place, and will be given 30 days for receipt of payment.

Section 6 – Commitment

If you are accepted onto the Arts & Business NI Young Professionals on Arts Boards Programme you must make a commitment to take part in the Programme, attend the training sessions and other meetings, attend your Arts organisation's Board Meetings, and pay the agreed programme fee. In addition to your individual involvement you must have the backing of your organisation/Line Manager.

Are you and your Organisation/Line Manager committed to the A&B NI Board Bank Programme?

Yes

No



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Section 7 - Signatures

Signature of Participant:

Name of Participant (BLOCK CAPS):

Date (DD/MM/YY):

Signature of Line/HR Manager:

Name of Line/HR Manager (BLOCK CAPS):

Date (DD/MM/YY):

Section 8 – Formal Undertakings

Non-executive director or Trustee roles with arts organisations via the Young Professionals on Arts Boards Programme are not remunerated, but some expenses may be paid by the arts organisation. Arts & Business NI cannot guarantee to place every adviser who applies. The volunteer will have no liability to Arts & Business NI in respect of any losses, damages, costs or expenses arising from or in any way connected with their position on a board. The volunteer is expected to act in good faith in his/her involvement with the arts organisation, and undertakes to keep confidential any commercially or politically sensitive or potentially sensitive information regarding the arts organisation which comes into his/her possession. As a board member, the applicant will usually be a trustee of a charity and/or a director of a company limited by guarantee (not having a share capital). This carries with it certain responsibilities. In particular, a charity trustee has a statutory duty of care to the charity on whose board s/he sits to exercise such care and skill as is reasonable in the circumstances, having particular regard to any special knowledge or experience that the board member claims to possess. Charity board members are required to act reasonably and prudently in all matters relating to the charity and need always to bear in mind that their prime concern is the interests of the charity. If charity board members act prudently, lawfully and in accordance with the charity's governing document then any liabilities they incur as charity trustees can be met out of the charity's resources (or from insurance where the charity has this in place). But if they act otherwise they may be in breach of trust and personally responsible for liabilities incurred by or on behalf of the charity, or for making good any loss to the charity.

Data Protection Act 1998: By signing this form you provide us with consent to hold your details on our database. Arts & Business holds a database of organisations and individuals with whom we work. We collect up to date information for the database from all the forms used in our programmes. Your information is entered on to our database and it will be used for internal administration, monitoring of the programmes, and to contact you regarding other Arts & Business NI activities. Your contact details will also be passed to any organisation or individual that you have consented to work with through the Board Bank.

Please tick if you agree to these terms

By emailing this form I understand and accept these undertakings:

Name (BLOCK CAPS):

Date (DD/MM/YY):



Young Professionals on Arts Boards

**Arts
& Business**
Northern Ireland

How did you hear about the Young Professionals on Arts Boards programme?

Word of mouth

Previous participant

Newspaper

Trade press

Other (please specify)

Arts & Business NI marketing materials

Internet

In-house company intranet/newsletter

At an event

Please submit the completed form to t.carlisle@artsandbusinessni.org.uk