



## CALL FOR EXPRESSIONS OF INTEREST FOR TRUSTEES

The Cathedral Quarter Trust (CQT) is inviting submissions from individuals who are interested in serving as Trustees of CQT. The Trust is looking for individuals who are based in, or have an interest in, the Cathedral Quarter Area, and can make a dynamic and positive contribution to our work, particularly in the areas of Arts, Culture, Heritage and the Community and Voluntary Sector.

### What We Do

The Cathedral Quarter Trust has four main priorities:

- to support the Cathedral Quarter as a centre for the arts and creative industries.
- to support the growth of the mixed-use economy in Cathedral Quarter.
- to generate high levels of public participation.
- to build and maintain a supportive infrastructure.

The main activities of CQT include:

- Advocacy on behalf of the Cathedral Quarter and the area's arts and creative industries, increasing public and private sector awareness and support for cultural venues, projects and events.
- Promoting awareness of the diverse and vibrant Cathedral Quarter offer to the wider public across a range of marketing and communications channels.
- Management and delivery of Belfast's annual Culture Night to over 100,000 people – programming and coordination of the arts and business sectors and cultural organisations, and extensive outreach to local communities
- Working with a broad range of Cathedral Quarter stakeholders to identify issues and find solutions through committees of the Trust and public meetings.
- Delivery of Tourism and Economic Development initiatives aimed at promoting and enhancing the Cathedral Quarter and the CQ experience.

### About CQT

The Cathedral Quarter Trust is a not-for-profit company limited by guarantee and a registered charity. CQT was incorporated in February 2012 to represent the cultural, economic and social interests of the Cathedral Quarter, and to implement the Cathedral Quarter Five-Year Strategic Vision and Development Plan (2012-2017).

<http://issuu.com/cathedralquarter/docs/developmentplan?e=2601655/2807426>.

The Trust is now embarking on the development of a new Strategic Vision and Development Plan to take us forward for the next five years.

## **What Is Involved?**

### **Terms**

New Trustees are appointed for one year initially with the option of re-appointment for three years at an Annual General Meeting (AGM). "Trustees" are the Board of Directors of the Trust. They are the first members of the Trust and have overall responsibility for conducting Trust business.

### **Time commitment**

Trustees give approximately 30 hours of their time annually to the Trust. This includes preparation for and attendance at 5-6 Trust meetings per year, attending working group meetings if required, and attendance at the Annual General Meeting. Additional time may be required for strategic planning and development sessions. The role of Trustee is a voluntary position however out of pocket expenses can be reimbursed.

### **Role**

Trustees will contribute to the development of a strategic vision and set of strategic priorities for the Cathedral Quarter Trust, working with Trust staff. Trustees are expected to participate actively in the Trust's governance and have ultimate responsibility for ensuring it is solvent and well run, delivering the outcomes for which it has been set up and fulfilling its charitable purposes.

The Board of Trustees consists of no fewer than 5 and no more than 21 members and will meet a minimum of 4 times per year.

### **Trustees have responsibility for**

- Setting the strategic vision of CQT and ensuring the vision, mission, value and activities remain true to its objectives.
- Ensuring compliance with the objects purposes and values of the organization, and with its governing document.
- Setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
- Ensuring the solvency, financial strength and good performance of the organization.
- Ensuring the organisation complies with all relevant laws, regulations and requirements of its regulators and funders.
- Dealing with the appointment (and if necessary the dismissal) of senior staff.
- Setting and maintaining a framework of delegation and internal controls.
- Agreeing or ratifying all policies and decisions on matters which might create significant risk to the organization, financial or otherwise.

Becoming a Trustee for CQT carries with it certain responsibilities and requirements. For more information on these please contact Susan Picken, Director of Cathedral Quarter Trust at [s.picken@cqtrust.org](mailto:s.picken@cqtrust.org)

## **Person Specification**

Potential Trustees should have some knowledge of governance, and be able to demonstrate a commitment to positive development of the Cathedral Quarter, and to the aims and objectives of the Cathedral Quarter Trust. Currently the Trust is looking for representatives of following sectors:

- Arts & Culture in the Cathedral Quarter
- Community and Voluntary Sector
- Residents of the Cathedral Quarter
- Heritage
- Business
- Law
- Finance

Ideally, potential Trustees should have experience in at least one of the following:

- Arts & Cultural Management
- Financial Management
- Marketing & Communications
- Strategic Planning
- Planning and Built Environment
- Property Management
- Social Enterprise
- Human Resources
- Fundraising and Sponsorship
- Legal Matters

**To apply please complete and submit the following:**

- Nomination Form (**Appendix 1**)
- Register of Interests form (**Appendix 2**)

Please contact Susan Picken, Director, Cathedral Quarter Trust on 02890 314011 with any queries or to discuss in confidence.

Completed forms should be sent to the address below by **FRIDAY 29 DECEMBER 2017** for the attention of Susan Picken, or by email to [s.picken@cqtrust.org](mailto:s.picken@cqtrust.org).

## Appendix 1 Nomination Form

Name:	
Home address:	
Current position:	

Relevant Employment / Experience:

Expression of Interest: stating how you feel you can contribute to the aims and objectives of the organisation

Based on our current priorities, please state what sectoral representation you offer:

## Appendix 2

### Cathedral Quarter Trust – Register of Interests

Trustees must declare any personal or professional interests that may influence their judgement in performing the functions of a board member.

**Name**

**Date**

Description of Interest	Does the interest affect the CQT member, or a person connected to the CQT member?	Is the interest current? Specify dates

## Appendix 3

### CQT Trustees November 2017

Name	Role in CQT	Employment Position
Alastair Adair	Trustee	Pro Vice Chancellor Development (Ulster University)
Kelly-Anne Collins	Trustee	General Manager, Dance Resource Base
Geraldine Duggan	Trustee	Director, Belfast City Centre Management
Mark Niblock	Trustee	Dean, St Anne's Cathedral
Paul McErlean	Trustee, Chair	Managing Director, MCE Public Relations Ltd
Anne McReynolds	Trustee	Chief Executive, The MAC
Tracy Marshall-Elliott	Trustee	Executive Director, Belfast Exposed Gallery
Conor Shields	Trustee	Chief Executive, Community Arts Partnership
Sorcha Wolsey	Trustee	Operations Manager, Beannchor / The Merchant Hotel

#### **NON BOARD MEMBERS**

Lisa Toland	Advisor	Head of Economic Initiatives, Belfast City Council
Nick Livingston	Advisor	Director of Strategic Development & Head of Policy and Research, Arts Council of Northern Ireland
Michael Pettigrew	Advisor	Department for Communities