

Recruitment pack

Thank you for showing interest in joining the WFC Board as a Trustee.

Please see below a generic Trustee role description and relevant skills. We have also set out the key duties expected of a Trustee of a Charity which are laid out as shared and individual duties. You will also find it useful to look at the guidance notes for charity trustees published by the Office of the Scottish Charity Regulator (www.OSCR.org.uk). To apply, please send in an up to date CV and a covering letter of no more than 500 words which sets out how you meet these skills and duties.

Generic Trustee role description

All Trustees should be aged 16 or over, and not disqualified by law from being a Trustee (for example as a result of unspent convictions for an offence involving dishonesty or deception, being currently declared bankrupt (or subject to bankruptcy restrictions or an interim order), having an individual voluntary agreement (IVA) with creditors, being disqualified from being a company director, or having been removed previously as a trustee by OSCR (or the Charity Commission in England) or the High Court due to misconduct or mismanagement).

The roles listed below will be relevant to all appointments:

New Trustees should be able to

- attend meetings, and to read papers in advance of meetings
- attend committee meetings as appropriate
- participate in other tasks as arising from time to time, such as interviewing new staff, helping with fundraising
- keep informed about the activities of WFC and wider issues which affect its work
 - Each new Trustee must also have
- a commitment to WFC and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- a willingness to devote the necessary time and effort to their duties as a Trustee
- good interpersonal and communication skills
- good, independent judgment
- an ability to think creatively and strategically, and to contribute to the development of a clear strategic vision
- an ability to work effectively as a member of a team, as part of a meeting and to participate in online meetings

Key Duties shared

- Setting and maintaining Wigtown Festival Company's vision, mission and values;
- Ensuring that WFC complies with the law and any other relevant legislation or regulations;
- Ensuring that WFC pursues its objectives as defined in its Articles of Association and Bye Laws;
- Ensuring the financial stability of WFC, and ensuring that financial resources are well managed, used effectively and applied exclusively in pursuance of its objectives;
- Ensuring the effective and efficient administration of WFC, including the proper investment of WFC funds;
- Appointing WFC staff and monitoring their performance.

Key Duties individual

- Working collaboratively with other Trustees and staff to actively develop strategy, setting policy, goals and targets, and evaluating performance against agreed targets;
- Safeguarding the good name and values of WFC, acting as its ambassador and advocating for its work;
- Representing WFC at meetings and functions as appropriate;
- Abiding by Equal Opportunities Policy;
- Declaring any conflict of interest while carrying out the duties of a WFC Trustee.

Appendix

About Wigtown Festival Company

Vision

A community of books changes lives.

Mission

We will develop the literary and cultural wealth of Scotland's National Book Town, Dumfries & Galloway and Scotland. Building on a diverse, outward-looking and acclaimed book festival, we will create an inclusive, year-round programme of activities that deliver social and economic benefits to the people of our region.

Values

- We value literature and other art forms for their own sakes while seeking to maximise social and economic benefits they may bring.
- Our roots are in our local community and place: we will listen to and be responsive to those around us.
- The arts can transform young people's sense of what is possible: we will create opportunities for them to be involved as creators, organisers and audience.
- Volunteers are vital to our organisation: we will respect them and their skills and make volunteering as rewarding as possible.
- We respect the wealth of Dumfries & Galloway's creative talent and will seek creative partnerships with individuals and organisations.
- We recognise that diversity makes our work more interesting and our organisation stronger and fairer.

Charitable aims

WFC's charitable objectives, registered with the Office of the Scottish Charity regulator, are:

“To promote and assist in the advancement of education and the arts, with particular emphasis on books and literature, but also including music, film, drama, dance and theatre. To extend and increase the appreciation, knowledge and understanding of the arts in all its manifestations through the provision of, and enhanced access to, an annual programme of events in this remote and economically disadvantaged rural part of south west Scotland.”