



South London Theatre

Trustee application pack 2024

Thank you for your interest in becoming a trustee of South London Theatre (SLT) and the Building Preservation Trust (BPT). We are an active and exciting charitable organisation, dedicated to creating great theatre in the heart of our West Norwood community. Our trustees play a vital role in guiding our organisation, making sure we are looking to the future and operating well. Being a trustee carries responsibilities, but it is also hugely rewarding to be part of the leadership of this vibrant, 500-strong community.

Who are South London Theatre?

We are a volunteer-led amateur theatre company with a history spanning more than 50 years. We perform around 22 shows per year in our 80-seat auditorium. We run a rich and varied programme ranging from vital new writing to the classics like Shakespeare. We also run a wonderful Youth Theatre, where 140 6-18 year olds attend affordable classes every week and perform a showcase production in our main theatre each year.

Away from the stage, we offer several facilities and services for the community, including affordable costume hire and a member's club bar with very competitive prices. The local community is welcome to use our facilities, with varied activities taking place in our multi-purpose spaces such as toddler groups, exercise classes, counselling sessions, osteopathy, professional rehearsals and filming, as well as hosting visiting companies' performances.

We are committed to diversity, making our spaces accessible, and being aware of environmental issues. As well as our volunteers, we also have a couple of part-time paid staff for specific roles and are proud to be a London Living Wage employer.

What's expected of the trustees?

There are full details in the role descriptions, but in principle, the trustees are volunteers who make sure the organisation is functioning well and that it operates within the rules and regulations that apply to us, as well as maintaining a five-year plan to make sure it is fit for the future and meets its charitable objectives. Trustees elected by the membership of SLT will

become trustees of both SLT and BPT. The trustees will oversee the work of the Executive Committee of volunteers who manage the day-to-day business of the theatre and building.

How do I get involved?

We are looking for five regular trustees and two with more specific roles - all detailed over the next few pages. If you're interested in any of the roles, just complete [this application form](#), telling us all about why you want to be a trustee and the kind of skills and experience that will help you in the role. You can apply between 2nd and 27th August. We will notify the membership of all applications we receive on [our website here](#) (name and role applied for only).

Once nominations close, we will put a voting pack together including all applicants and their personal statements and experience for members to review. Our membership will vote on which applicants should be given the roles, with the vote being completed and announced at our Annual General Meeting on 7th September.

Any questions?

You can find out more about what SLT does at our website - www.southlondontheatre.co.uk - or drop us a question to governance@southlondontheatre.co.uk and one of the team will get back to you. If you'd like to have a chat about what's involved - that's fine too - just email and we can sort something out.

Simon Gleisner
Chairman
South London Theatre.

Role descriptions

SLT TRUSTEE

Introduction

Role - Trustee (Director) - five roles

Organisation - South London Theatre Centre Ltd. & SLT Building Preservation Trust

Term of Office - 3 years*

About the organisation

The main charitable aims are to encourage arts in West Norwood and preserve the heritage building for the area and the community. There are two charities and their aims are:

South London Theatre Centre Limited

To present, promote, organise, provide, manage and produce such plays, dramas, comedies,as are conducive to the promotion, maintenance, improvement and advancement of education or to the encouragement of the Arts.

Further details of the full charitable aims are available in the South London Theatre Centre Ltd memorandum and articles of association which are available [here](#).

SLT Building Preservation Trust

This charity was set up to care for the SLT Fire station, maintaining and preserving the building that currently hosts the South London Theatre.

The main charitable aim is:

..to preserve for the benefit of the people of Greater London the historical, architectural and constructional heritage...

Further details of the full charitable aims are available in the SLT Building Preservation Trust memorandum and articles of association which are available [here](#).

About the role

The principal task of Trustees is to ensure that South London Theatre (SLT) operates in a manner that enables it to fulfill its charitable and other objectives as effectively and efficiently as possible. Trustees must be able to attend four Trustee Board meetings a year and contribute to other activities as appropriate. Trustees are normally expected to serve for a period of 3 years, with an expectation that this would be renewed so that a second 3 year term would be usual*.

*The standard term will be 3 years. The intention is that one third of trustees will retire each year, commencing in 2025, hence the initial term may be shorter for some trustees.

What does a trustee do?

Charity trustees are the people who are legally responsible for the control, management and administration of a charity.

A trustee is:

1. **Responsible.** You and your fellow charity trustees will work together to make the decisions that really matter, about South London Theatre's finances, activities and plans for the future. You will give leadership and direction. You will need to give enough time to carry out your role, for example preparing for and attending trustee meetings.
2. **Rewarding.** You will have the opportunity to learn and develop new skills, meet people who share your passion for South London Theatre and know that you are making a difference.
3. **Relevant.** The skills and experience you gain may open up new opportunities for you, for example in employment.

The main duties of South London Theatre Trustees are to:

- Contribute actively to the Trustee Board's role in giving clear strategic direction to South London Theatre, setting overall policy, defining goals and evaluating performance against agreed targets, through the development and oversight of an ongoing five-year-plan for the organisation.
- Ensure that South London Theatre complies with its governing documents, charity law and all other relevant law and regulations.
- Ensure that South London Theatre pursues its charitable objectives.
- Ensure that South London Theatre applies its resources exclusively in pursuance of its objectives.
- Ensure South London Theatre's financial stability and that it has appropriate financial and other controls.
- Protect South London Theatre's property including the SLT Fire Station building which is leased by SLT Building Preservation Trust
- Use their personal knowledge and experience to help the Trustee Board to make sound decisions.
- Representing SLT in interactions with a variety of stakeholders including members, funders, hirers, local authorities and local arts and other organisations
- Accept the general and specific responsibilities of Trustees, these can be viewed on the [UK Government website](#).
- Openly declare any conflict of interest and step aside from further decision-making on issues affected.
- Ensure the confidentiality of personal and other sensitive information concerning individuals and restricted information

Note - all Trustees **must** attend South London Theatre's governance induction and training days.

Skills needed

- Commitment to South London Theatre's ethos, objectives and activities
- A willingness and availability to devote sufficient time and effort to South London Theatre.
- Has a commitment to acting with integrity and an understanding of the [Nolan principles](#).
- Shows passion and vision for the future of SLT, the SLT Fire Station, and its theatrical and other operations
- Good, independent judgment.
- An ability to think creatively.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- An ability to work effectively as a member of a team.
- A willingness to allow the Executive Trustees and volunteers to make reasonable decisions and act within the limits prescribed by the Trustee Board.

The Board of Trustees has oversight of all aspects of South London Theatre and the running of SLT Old Fire Station. This means we need a range of skills and experience to work effectively.

These include:

- Finance
- Fundraising
- Human Resources
- Health & Safety
- Safeguarding

THEATRE DIRECTOR (ARTISTIC DIRECTOR)

Introduction

Role - Trustee (Theatre Director) - one role

Organisation - South London Theatre Centre Ltd. & SLT Building Preservation Trust

Term of Office - 1 year, this role is re-elected every year by the membership at the Annual General Meeting of South London Theatre Centre Ltd.

About the organisation

The main charitable aims are to encourage arts in West Norwood and preserve the heritage building for the area and the community. There are two charities and their aims are:

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About the role

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3. **Relevant.** The skills and experience you gain may open up new opportunities for you, for example in employment.

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- Ensure that South London Theatre pursues its charitable objectives.
- Ensure that South London Theatre applies its resources exclusively in pursuance of its objectives.
- Ensure South London Theatre's financial stability and that it has appropriate financial and other controls.
- Protect South London Theatre's property including the SLT Fire Station building which is leased by SLT Building Preservation Trust
- Use their personal knowledge and experience to help the Trustee Board to make sound decisions.
- Representing SLT in interactions with a variety of stakeholders including members, funders, hirers, local authorities and local arts and other organisations
- Accept the general and specific responsibilities of Trustees, these can be viewed on the [UK Government website](#).
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Specific to the Theatre Director role

In addition to the generic trustee responsibilities the Theatre Director will oversee the day-to-day aspects of the organisation relating to the creative output of SLT, working closely with the Commercial Director. They will be a Trustee and sit on the Board, but will focus on the operation of the theatre, being a bridge between the operational committees and the Board. The Theatre Director's role operates on a one-year basis, being reconfirmed at each Annual General Meeting.

In addition to the main duties of a SLT trustee, the Theatre Director is responsible for::

- Developing and managing the delivery of an annual plan for SLT in conjunction with the Commercial Director.
- Ensuring the effective operation of SLT through volunteers and employees.
- Having oversight of the following areas:
 - Theatre Committee - season selection, rehearsal scheduling, production support
 - Stage Management and Technical
 - Show publicity
 - Youth Theatre
 - Adult training
- Representing the committees at Board meetings, providing feedback on the delivery of the annual plan.
- Helping to set overall policy, defining goals and evaluating performance against agreed targets, through the development and oversight of an ongoing five-year-plan for the organisation.

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Skills needed

- Commitment to South London Theatre's ethos, objectives and activities
- A willingness and availability to devote sufficient time and effort to South London Theatre.
- Has a commitment to acting with integrity
- Shows passion and vision for the future of SLT, the SLT Fire Station, and its theatrical and other operations
- Good, independent judgment.
- An ability to think creatively.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- An ability to work effectively as a member of a team.
- A willingness to allow the Executive Trustees and volunteers to make reasonable decisions and act within the limits prescribed by the Trustee Board.

In addition to the skills required for a trustee, this trustee position requires:

- Experience managing or helping to manage a theatre group or similar arts organisation.
- Experience working with volunteers.
- Experience in producing, directing or otherwise managing theatre productions.
- Arts/theatre marketing and publicity.

COMMERCIAL DIRECTOR

Introduction

Role - Trustee (Commercial Director) - one role

Organisation - South London Theatre Centre Ltd. & SLT Building Preservation Trust

Term of Office - 1 year, this role is re-elected every year by the membership at the Annual General Meeting of South London Theatre Centre Ltd.

About the organisation

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Specific to the Commercial Director role

In addition to the generic trustee responsibilities the Theatre Director will oversee the day-to-day aspects of the organisation relating to the room hire and community aspects of South London Theatre, working closely with the Artistic (Theatre) Director. They will be a Trustee and sit on the Board, but will focus on the non theatrical theatre operations, being a bridge between the operational committees and the Board. The Commercial Director's role operates on a one-year basis, being reconfirmed at each Annual General Meeting.

In addition to the main duties of a SLT trustee, the Commercial Director is responsible for::

- Developing and managing the delivery of an annual plan for SLT in conjunction with the Artistic (Theatre) Director.
- Ensuring the effective operation of SLT through volunteers and employees.
- Having oversight of the following areas:
 - Box Office, Front of House, Raffle
 - Marketing and website
 - Membership
 - Wardrobe and Props
 - Building management, maintenance and security
 - External hires
 - Suppliers and contracting
 - Finance, payments, operational and financial controls
- Representing the committees at Board meetings, providing feedback on the delivery of the annual plan.
- Helping to set overall policy, defining goals and evaluating performance against agreed targets, through the development and oversight of an ongoing five-year-plan for the organisation.

Note - all Trustees **must** attend South London Theatre's governance induction and training days.

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- An ability to work effectively as a member of a team.
- A willingness to allow the Executive Trustees and volunteers to make reasonable decisions and act within the limits prescribed by the Trustee Board.

In addition to the skills required for a SLT Trustee, the following skills are required:

Essential

- Experience managing or helping to manage a similar organisation.
- Experience working with volunteers.
- Experience in employment and people management
- Finance.
- Building management

- An understanding of what is required managing heritage buildings and associated regulations
- Planning
- Project management