

**Belfast
Print
Workshop**



**Board Member Application
Information Pack**



March 2023
www.bpw.org.uk

Board Member Application Information Pack

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Board Member Application Information Pack

Welcome

I am delighted that you are considering applying to be a Trustee on the Board of Belfast Print Workshop.



Belfast Print Workshop is a local membership led arts organisation and we have been providing facilities and courses for the advancement of printmaking for over 45 years from our city centre studio situated in Belfast's Cathedral Quarter. BPW has just celebrated its 45th birthday and plans are already coming together for an even bigger celebration for our 50th birthday. We are proud of the services we provide and the impact that BPW has had on the local arts community since our creation in 1977.

Over the last 45 years we have established a studio in the city centre with specialist printmaking facilities, offered thousands of educational and upskilling training courses, an artwork archive, and recently created gallery/exhibition space.

As we respond to the challenges our members and studio face as the UK emerges from the impact and consequences of Covid 19 matched with international instability, rising utility costs, inflation, and concerns on the cost of living; we are embarking on a new strategy. This will be an opportunity for us to reflect on all that we have learned in the last 45 years and to plan for the next stage of BPW's work. In this context we are seeking several new Trustees to join the Board.

We are seeking Trustees with a range of skills and backgrounds who can embrace challenge, facilitate change, provide strategic insight, and support the successful creation and implementation of a strategy. As a Board we really value diversity at every level of the organisation and were keen that this starts with the Trustees who join us.

Danielle McCluskey, Trustee

Our Story

BPW is a registered charity and company limited by guarantee established in 1977 for artists interested in the practise and promotion of the art of printmaking.

As a membership focused atelier, Belfast Print Workshop (BPW) provides a fully equipped and purpose-built studios with year-round access for a capacity of 100 artists. Our workshop is in the heart of Belfast's Cathedral Quarter on the top floor of the Cotton Court building, formerly a spun cotton warehouse, housing a range of traditional and contemporary printmaking equipment.

BPW champions traditional and experimental approaches to secure printmaking as a fine-art process. We offer an extensive programme of practical courses alongside open studios and demonstrations designed to enhance public knowledge, understanding and appreciation of printmaking.

BPW's studio has become a vibrant shared space in the centre of Belfast where we support printmakers and artists at all career stages and encourage the use of a variety of

printmaking techniques. Our studio is open to anyone wishing to participate and learn about printmaking as a contemporary art form, through our upskilling and beginner classes. BPW provides opportunities for residencies, exhibitions, and professional advancement to support the income, wellbeing and livelihood of our members and the communities they work with.

Whilst the arts community in Northern Ireland is facing new economic challenges, BPW will be preparing a strategy to reflect how we can best adapt to this changing context. We will continue to reflect on our previous successes and consider how to embrace change, challenge, and opportunities as we move forward.

Governance Structure

Belfast Print Workshop is a charitable incorporated organisation, established in 1977, governed by a Trustee Board. The Board is made up of nominated and elected Trustees bringing a unique range of experience enhancing the contributions they make.

Board members of Belfast Print Workshop are Trustees under charity law and directors under company law. The Board plays an important role to strategically oversee the management and administration of the organisation, ensuring that its progress and performance supports the effective delivery of BPW's objective.

“The company is established for the advancement of education, the advancement of citizenship and community development and the advancement of the arts, culture, heritage and science by the means of the provision of various facilities and courses which will be calculated to improve the knowledge, understanding and appreciate of printmaking in Northern Ireland (in all its forms) and by the use of various techniques and processes of engraving, etching, screen printing, lithography, relief printing and other processes of whatsoever character”

“Good governance is about putting in place the right policies, procedures and checks to help your organisation achieve its purposes”

— **The Code of Good Governance**
3rd Edition



“I believe BPW has made and continues to make, a vital contribution to visual arts in Belfast offering artists open access to expansive facilities to extend their visual vocabulary as well as benefitting artistically and socially, including myself, from the interaction with other artists.”

— **James Allen**, BPW Founder

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Our Finances

Belfast Print Workshop's business model relies heavily on public sector funding, but we have diversified our income streams through membership fees, artwork sales and public classes.

Our studio and work would not be possible without the generous support we receive. We work closely with Arts and Business Northern Ireland, Department for Communities and Arts Council of Northern Ireland. The value and impact of the contributions of the Arts Council of Northern Ireland, as our principal funder, has been fundamental to our continued success.

Our core purpose is supporting artists in the creation and education of printworks and making this form of art accessible to as many people as possible. As a charity arts organisation, we are not immune to rising costs, but we have every confidence that we will come out of this economic downturn as strongly as we have done many times over our long 45-year history.

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Current Trustees & Staff



**Danielle
McCluskey**

Chartered Property
Surveyor & Board
Member since
May 2021



**Teresa
Curran**

Solicitor, Printmaker &
Board Member since
September 2016



**Elaine
Megahey**

Printmaker & Board
Member since
April 2021



**Jacquie
Crooks**

Printmaker, Associate
Lecturer & Board
Member since
August 2020

Trustees are not involved in the day-to-running of BPW as we have a team of staff at the studio with administrative and technical responsibilities.



**Dónall
Billings**

Studio Manager
& Technician



**Michelle
McKeown**

Studio Archivist



**Colin
Quinn**

Digital Officer

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Role Specification

Trustees must always act in the best interests of Belfast Print Workshop.

Each Trustee is expected to contribute actively to the Board by giving strategic direction, setting policy, defining goals, setting targets and evaluating performance against agreed targets. Trustees must act as a group and not as individuals.

You will be joining a dedicated team of people who care deeply about the role our organisation has within the local arts community. In return you will have the opportunity to be part of an exceptional team of trustees who already bring a wide range of skills, experience, and networks.

By joining BPW you will be contributing to the local arts community through your time, experience, and professional knowledge. You will have the opportunity to adapt existing skills and knowledge for the benefit of BPW whilst developing strategic sensibilities and insights to enhance your personal development and future career opportunities.

Time Requirements

The expected time commitment is, on average, 3-4 hours per month. This includes attending board meetings, reviewing board papers, communication with staff and participation in sub committees.

Trustees are expected to attend board meetings which are held virtually and last around two hours. There are approximately eight - ten Board meetings per year.



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Role Specification

It is the responsibility of the Board to:

- Understand and accept the legal duties, responsibilities and liabilities of trusteeship whilst ensuring that BPW complies with its governing documents and all regulatory and statutory requirements.
- Ensure that BPW is delivering public benefit as defined in its charitable objectives and applies its resources exclusively in the pursuance of the same.
- Contribute to the leadership of BPW through formulating and reviewing BPW's vision, values, and long-term strategy as well as policies for its fulfilment.
- Understand and promote the reputation and values of BPW. Ensure that BPW manages and continues to develop its external relations, raising its profile, and supporting the growth of its impact accordingly.
- Ensure the effective administration of BPW's assets and proper investment of funds.
- Maintain sound financial management and control of BPW's resources to ensure the financial stability of BPW.
- Ensure an effective and appropriate system of risk management.

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Person Specification

We are hoping to enhance the current Board's collective portfolio of skills and experience.

We are seeking Board Members who are willing to dedicate time and energy, and share our passion for supporting the arts in Northern Ireland.

We welcome applications from individuals with skills or experience in one or more of the following areas:

- Communication and public affairs
- Financial management
- Legal
- Human Resources
- General Management & leadership
- Marketing
- IT
- Governance experience
- Fundraising / fund application experience
- Risk Management
- Experience as Chair of a Board
- Experience as Treasurer of a Board

We seek to embrace a range of skills, life, and career experience by appointing a diverse group of trustees who bring different voices and perspectives to the Board. You will play an integral part in shaping the future successes of BPW.

We welcome applicants with no board experience as we recognise that charity trusteeship is the first step for many in obtaining board experience in anticipation of future board opportunities. As all board meetings are held virtually, we welcome applicants from anywhere in the UK.

It is recognised that the Board has low gender diversity and a lack of variation in the backgrounds and experiences of Board members. Improving diversity of the board in its widest sense, is a priority.

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How to Apply

Thank you for your interest in joining Belfast Print Workshop's Board.

To apply please send your CV to **director@bpw.org.uk** no later than the 31st May 2023.

If you would like a call to discuss the role in more detail, please email Danielle McCluskey, director@bpw.org.uk to arrange a convenient time.

Your CV will be considered by the Board and the applicants who most closely fit the specification outlined will be invited to an informal online interview with two current Trustees.

BPW is fully committed to equality of opportunity and diversity to ensure we reflect the full breadth of the people we aim to support. We warmly welcome applications from all suitably qualified individuals.

We particularly welcome applications from the Global Majority, people with a disability and LGBTQIA+ people.

