

## **Application Pack**

### **Independent Artists**

#### **Advert**

**Dance Hub Birmingham is looking for two independent artists or artists representing independent dance collectives to join its Steering Committee and contribute to the ambitious new initiative launching Birmingham as a centre of excellence for Dance in the U.K. and beyond.**

**Dance Hub Birmingham is an exciting sector led initiative to amplify and connect dance, further developing the region's position as an international centre of excellence for dance. Supported with strategic investment from Arts Council England, Dance Hub Birmingham builds upon the exceptional existing dance ecology of production, performance, community and learning activities delivered by organisations in the dance sector. The current steering committee is comprised of representatives from ACE Dance and Music, Culture Central, Birmingham City University, Birmingham Hippodrome, Birmingham Royal Ballet, DanceXchange, mac Birmingham, One Dance UK and Sampad who work in consultation with the city and wider West Midlands dance sector.**

**You must have at least 5 years experience in the dance sector and be currently involved as a professional practicing in Birmingham and the West Midlands as a performer, choreographer, community dance artist or educator.**

**An honorarium of £100 will be paid per meeting to cover time.**

**To apply please email your CV and a statement no longer than 1 side of A4 explaining how you can make a contribution to the work of Dance Hub Birmingham to Hannah Busst at Culture Central: [hannahbusst@culturecentral.co.uk](mailto:hannahbusst@culturecentral.co.uk)**

**For further information please contact [moniquedeletant@culturecentral.co.uk](mailto:moniquedeletant@culturecentral.co.uk)**

**Closing date: 29<sup>th</sup> August 2017**

## **Criteria**

**Minimum of 5 years experience in the dance sector**

**Must currently be involve in dance as a profession dance (eg: Choreographer, Community dance artist, performer etc)**

**Must practice in Birmingham and the West Midlands**

**Must demonstrate how they can make an informed contribution to the work of Dance Hub Birmingham**

**Must be available for meetings on 15<sup>th</sup> September 2017 and 16<sup>th</sup> November 2017; further meetings tbc**

## **Terms and conditions**

**Applicants must be happy to adhere to the code of conduct and terms of reference (attached)**

**An honorarium of £100 per meeting will be paid (to cover preparation, meeting time and follow up actions)**

**The time commitment is expected to be ½ day every 2 months but additional time may be required**

**Maximum term – 18 months from September 2017**

## **Culture Central**

### **Dance Hub Birmingham Steering Committee**

#### **Terms of Reference**

The board of Directors of Culture Central has agreed to the establishment of a sub-committee of the Board to be known as the Dance Hub Birmingham Steering Committee (the **Committee**). These are its terms of reference.

#### **Membership**

The Committee will be appointed by the Board of Directors and must include at least one Director amongst the membership who will normally serve as the Chair - although this can be decided otherwise at the time of establishing the committee.

#### **Code of Conduct**

Members are required to agree to the Code of Conduct attached - which is based on the Code of Conduct adopted by the Board of Directors.

#### **Attendance**

In some cases such as illness or holiday, it will be appropriate to allow members to arrange for an agreed substitute/proxy to attend a meeting in their absence but this must be registered in advance of the meeting.

#### **Voting**

The quorum for each meeting shall be one third of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

#### **Meetings**

The Committee shall meet such dates as shall be determined by the Committee from time to time.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

#### **Minutes**

The Director shall arrange for minutes of proceedings and resolutions of the Committee to be recorded in an appropriate form.

Minutes of each Committee meeting will be sent to all members of the Committee and the Board of Directors within ten working days of the meeting.

#### **Authority**

The Committee is authorised by the Board of Directors to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

## **Duties**

The duties of the Committee shall be to:

- Advise on current industry/ dance sector priorities and how they relate to the Dance Hub programme of activity.
- Assist actively with the development and design of a suite of ongoing projects, initiatives and opportunities that maximise the current Dance Hub resource and support its ongoing development.
- Propose mechanisms and opportunities for the participation of the Dance sector in the delivery, commissioning and assessment of Dance Hub projects and proposals.
- Assist and support the development and review of a Dance Hub business plan.
- Advise on the best ways to achieve and develop an understanding of the skills and practice development of the sector in relation to partner organisations and related projects.
- Participate actively in and contribute knowledge to the ongoing business viability of Dance Hub with an emphasis on new forms of financial investment and alternative routes to market.
- Create and support evaluation/ feedback mechanisms that lead to a process of positive evolution for the Dance Hub.
- To provide advice and leadership on the ongoing development requirements for Birmingham as an international centre of excellence for dance.

**Adopted by the Board:**

**Proposed date of review:**

## **CULTURE CENTRAL: SUB-COMMITTEE MEMBER CODE OF CONDUCT**

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As a Sub-Committee member of Culture Central I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

### **Our values**

#### Accountability

Everything Culture Central does will be able to stand the test of scrutiny by the public, the media, members, stakeholders, funders, parliament and the courts.

#### Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Culture Central and equally when dealing with individuals and institutions outside it.

#### Transparency

Culture Central strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, and staff.

Additionally, I agree to the following points.

### **Law, mission, policies**

I will act within the governing document of Culture Central and abide by the policies and procedures of the organisation.

I will support the objects and mission of Culture Central; and act as their guardian and champion.

### **Conflicts of interest**

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

I will submit to the judgment of the committee and do as it requires regarding potential conflicts of interest.

### **Person to person**

I will not break the law or act in disregard of organisational policies in my relationships with directors, committee members, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as a committee member.

I will strive to establish and sustain respectful, collegial and courteous relationships.

### **Protecting the organisation's reputation**

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about Culture Central will be considered and in line with organisational policy, whether I make them as an individual or as a committee member.

When I am speaking as a committee member of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

I will respect organisational, board and individual confidentiality.

### **Personal gain**

I will not personally gain materially or financially from my role as a Committee member, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the chair.

### **In committee meetings**

I accept my responsibility to ensure that Culture Central is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by the organisation's governance procedures and practices.

I will strive to attend all committee meetings, giving apologies ahead of time to the chair if unable to attend.

I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will honour the authority of the chair and respect his or her role as meeting leader.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

I will accept a majority committee vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in the committee room unless authorised by the chair or board to speak of it.

### **Leaving the committee**

I understand that substantial breach of any part of this code may result in my removal from the committee.

Should procedures be put in motion that may result in my being asked to resign from the committee, I will be given the opportunity to be heard. In the event that I am asked to resign from the committee, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign from the committee I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, if requested, I will participate in an exit interview.

Signed:

Name:

Date: