



# BOARD OF TRUSTEES RECRUITMENT PACK

# Introduction

Sampad connects people to South Asian and British Asian arts and heritage in a new and meaningful way. With a stellar 30-year track record the organisation is entering a new chapter, with Niti Pall as our new Chair. We have an exciting lineup of projects in prospect, using a variety of art forms and working with a range of communities in the region.

We're on the lookout for some fresh faces to join our Board of Trustees as volunteers, providing vital guidance to make sure we're on track.

At Sampad, we believe in the power of arts and heritage to bring communities together. We celebrate South Asian arts and heritage, break down barriers, and give a voice to those who may not be heard.

For over 30 years, we've been championing British Asian arts, pushing boundaries, and contributing to mainstream culture in the UK. We support a wide range of activities inspired by art forms originating from India, Pakistan, Bangladesh, and Sri Lanka and emerging British Asian artistic voices.

Our track record includes dance, music, and theatre productions, as well as digital events and workshops in schools, communities, and outreach programmes. We also offer training for artists, cultural leaders, and young people.



# Vision and Mission

Sampad exists to support the development of the South Asian arts sector to be strong and resilient.

Sampad connects people and communities to British Asian Arts and Heritage by breaking down barriers, raising critical issues and amplifying unheard voices.

Sampad is grateful to Arts Council England and Birmingham City Council for their support. We also work closely with Midlands Arts Centre and Culture Central to make things happen in Birmingham.



# About the Role of the Board

Sampad is a charity with an ambitious artistic programme.

## The Board members make sure we stay on track by:

- Making sure the organisation stays true to its mission
- Checking off all our legal, charitable, and financial responsibilities
- Supporting Sampad to grow and improve

## The Board also:

- Supports the senior staff on strategic direction and developing policies
- Agreeing, overseeing and monitoring the implementation and progress against short- and long-term goals;
- Helping it secure sustainable income streams to deliver its work

## All Board members need to:

- Ensure that we are adhering to our established objectives
- Abide by all applicable laws and regulations
- Leverage our resources for the benefit of all stakeholders
- Establish clear goals and regularly evaluate performance
- Safeguard our reputation and core values
- Maintain operational efficiency and ensuring financial sustainability
- Ensure effectiveness of our senior management
- Monitor reporting including updates to Arts Council England

Each Board member should use their own skills and knowledge to make prudent choices. Charity trustees must avoid conflicts of interest and always put Sampad's reputation first. Board members are expected to understand and abide by the Sampad mission statement, its charitable objects and articles of association and to respect the confidentiality of all Sampad business they discuss.

# Board of Trustee members - What we are looking for



Most importantly, we need you to be passionate about our mission.

We also need you to:

- Be an advocate and ambassador
- Be present and participate
- Bring your expertise
- Give your time
- Be a supportive and critical friend

Following a recent skills audit of the existing Board we are particularly keen to welcome applications from people with the following skills and experience:

- Financial scrutiny and budgets
- Expertise in heritage - academic or project related
- Arts and Heritage management and those with a wider appreciation of issues facing the arts and heritage sector
- Expertise in HR and operations management
- Fundraising

# Person Specification

## Essential qualities and experience.

You would be expected to meet all of these specifications.

- An active commitment to and understanding of inclusion, equal opportunities and anti-racism
- A commitment to the organisation, including a willingness to devote the necessary time and effort
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to Nolan's seven principles of public life: **selflessness, integrity, objectivity, accountability, openness, honesty and leadership\***
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Financial confidence

## Desirable qualities and experience

(Please try to give examples of these in your application where you have this experience, skill or knowledge)

- A strong familiarity with South Asian or intercultural Arts and Culture across one or more artforms
- Understanding of the wider arts and cultural industries
- Knowledge of the West Midlands
- Awareness of Health & Safety practices and procedures
- Awareness of Safeguarding practices and procedures
- Experience of committee work

\*For more details see: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>



# Commitment



The Board meets six times a year. Board members will also be expected to form part of at least one Board sub committee which also meets 6 times a year between scheduled Board meetings. In addition to meeting attendance (a sub committee and Board meeting every other month) Board members will be expected to attend Sampad events and launches. The Board meets in person twice a year, in Birmingham, the remaining meetings are held online.

We are a diverse led organisation committed to equal opportunities and aim to reflect this with a diverse Board.

This position is voluntary and is an uncompensated role. Reasonable expenses e.g., travel to meetings incurred in carrying out work for Sampad may be reimbursed.

We estimate the time commitment is approximately **4 – 8 hours per month** for a Trustee including participating in one of the sub-committees.

# Recruitment Timeline

Closing Date for Applications:  
**Thursday 29th August**

## Process:

We will offer a 30 minute chat to suitable applicants on ZOOM in late August and early September. We may invite you to meet us in person after this conversation.

**You may also be invited to observe an in-person Board meeting on Monday 16<sup>th</sup> September at 6pm.**





# How To Apply

If you're interested in applying for a place on the Board of Trustees but would like an informal conversation first, please contact Helga Henry to set this up ([helga@helgahenry.com](mailto:helga@helgahenry.com)). Helga is an independent arts consultant who is supporting our search for new Board members. *Please note that due to holidays, Helga will be unavailable between 3 - 17<sup>th</sup> August. If your enquiry falls during this period, Helga will endeavour to get back to you as soon after 17<sup>th</sup> August as is possible.*

To apply, please send two pieces of information:

- your CV (no more than 2-3 pages in length) with a covering letter (maximum 2 A4 pages) outlining why you would like to join the Board of Trustees of Sampad and what skills and experience you could bring to the role; **or**
- if you prefer, you can send us a video of no more than 3 minutes' duration of yourself describing why you would like to join the Board of Trustees of Sampad and what skills and experience you could bring to the role.

Send your application to [helga@helgahenry.com](mailto:helga@helgahenry.com) **before 6pm on Thursday 29th August** with the subject line 'Application for Member of Sampad's Board'. Helga will acknowledge receipt of application within 2 working days.