



TRUSTEE

Thank you for your interest in this important voluntary role with the Royal Photographic Society (RPS).

The RPS is a worldwide community of photographers, united by their love of photography. Our shared vision is for everyone to be as inspired, empowered and educated in the art and science of photography as we are.

Throughout our 168-year history, the Royal Photographic Society has grown and evolved alongside the practice of photography. This evolution has been driven by the ambitions of our members, by leaps in technology, and by changes in society.

The RPS recently launched its strategic plan 2021-26 'Photography for Everyone'. It consists of twenty-one ambitious programmes, all of which are underpinned by supporting aims around inclusion, environmental and social responsibility, member involvement, financial sustainability and profile raising. Some programmes are a continuation of past activities but eleven are new - providing an opportunity for the RPS to engage with new audiences to *inspire*, supporting their *creativity* and *connect* them to a wider community of photographers. More info at www.rps.org/strategy



THE ROLE

A Trustee is a Member of the Board of Trustees (in our Royal Charter the Board is referred to as "The Council") and may be Elected, Appointed or Co-opted. This Role Description and Person Specification applies equally to all Trustees including those holding office (President & Chair of Trustees, Deputy Chair of Trustees, Honorary Treasurer) in addition to any Role Description and Person Specification applicable exclusively to those offices.



The objectives of a Trustee, as a Member of the Board of Trustees are to:

1. Ensure the RPS complies with its Royal Charter, By Laws and any Regulations (Rules) ratified by the Board of Trustees, charity law, applicable company law or any other relevant legislation;
2. Ensure that the RPS pursues its objects as defined in its Royal Charter;
3. Ensure that the RPS applies its resources exclusively in pursuance of its objects;
4. Contribute actively to the Board of Trustees by giving firm strategic direction to the RPS, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets;
5. Safeguard the good name and values of the RPS;
6. Ensure the financial stability of the RPS.

KEY ACTIVITIES OF THE BOARD

1. Provide entrepreneurial leadership within a framework of prudent and effective controls which enable risk and performance to be assessed and managed.
2. Set the organisation's strategic aims, ensuring that the necessary financial and human resources are in place to meet its objectives.
3. Set the organisation's values and standards, ensuring that its legal and regulatory objectives are understood and met.
4. Take strategic decisions about the organisation's future development, investment and direction.
5. Use any specific skills, knowledge or experience individual trustees possess to help the Board of Trustees reach sound decisions, identify key issues, provide advice and guidance on new initiatives, and evaluate or offer advice on other areas in which the Trustee has particular expertise.



KEY TASKS FOR BOARD MEMBERS

1. Uphold and promote the development of an organizational culture in line with the organisation's mission, values and objectives.
2. Constructively challenge and contribute to the development of the strategy of the organization.
3. Scrutinise the performance of management of the organization in meeting agreed goals and objectives, and monitor the reporting of performance.
4. Be satisfied that financial information is accurate and that financial controls and risk management systems are robust and defensible.
5. Determine the remuneration of the Chief Executive Officer and the Senior Leadership Team, and have a prime role in appointing and, where necessary, removing executive management and in succession planning.
6. Act within the rules of the organization and comply with its policies, procedures and standing orders.
7. Contribute to, and share responsibility for, decisions of the Board and for any committee of the Board of which you are, from time to time, a member.
8. Attend and participate in development activities such as induction, training and performance review sessions, or events, as reasonably required by the organisation.
9. Regularly attend Board meetings and other relevant committees.
10. Keep up-to-date with background information and knowledge on matters relating to the conduct of a business such as the organization, and to read Board and/or committee papers before meetings.
11. To uphold the organisation's Code of Governance and Trustee Code of Conduct.
12. The role of Trustee may from time to time involve leading discussions, whether at a Board meeting or at Board Sub Group meetings. Board Sub Groups may from time to time and for specific purposes be formed and approved by the Board.



OPERATIONAL DECISIONS

The Honorary Treasurer, as a Trustee, should at all times focus on the strategic direction of the Society and avoid any involvement with operational or executive decisions and matters. Operational and executive decisions and matters are the responsibility of the RPS Executive under direction of the Chief Executive Officer, aided by the members of the Senior Leadership Team.

Where Trustees are consulted on operational or executive decisions or matters, any consultation provided is recommendation and not instruction. The final decision on operational or executive matters rests with the Chief Executive Officer.



WHAT YOU WILL GAIN

1. The opportunity to make a real difference to an international, respected organisation.
2. The opportunity to develop new and existing skills.
3. The opportunity to work closely with other Board members and the management team.
4. To gain experience working at Board-level in a successful, established organisation.
5. The opportunity to use your skills to contribute to the education and involvement of people worldwide in the photography environment.



PERSON SPECIFICATION

MEMBERSHIP OF THE RPS

All Trustees of the RPS, whether an Elected Trustee, an Appointed Trustee, a Co-opted Trustee and whether or not holding office, must be a fully paid-up Member (or Honorary Member or Honorary Fellow) of the RPS. An Appointed or Co-opted Trustee candidate who is not already a Member of the RPS must become a Member before taking up their role as a Trustee. In the case of Appointed and Co-opted Trustees (but expressly not Elected Trustees) such membership may be provided as Honorary Membership for the duration of their tenure as an Appointed or Co-opted Trustee.

PERSONAL QUALITIES

- Honesty, integrity and a robust commitment to work for the sustainable development of the RPS and for the benefit of its Members and beneficiaries.
- A strong and visible passion and commitment to the RPS, its charitable objects, its strategic objectives and its wider cause.
- Strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Able to commit time to expertly deliver on the role of Trustee.
- Willing to work out of normal office hours and to travel occasionally for RPS purposes.

EXPERIENCE

- Operating at a leadership level (ideally as a member of a management team) within an organisation of similar size or structure to the RPS.
- Routine accountancy skills and experience gained at a leadership level
- Demonstrate a successful track record of achievement through their career and particularly in audit, financial management, accountancy and investments.
- Some experience of charity governance is desirable.
- Some experience of delivering presentations.



KNOWLEDGE AND SKILLS

- Some knowledge and understanding of the photography sector to encompass history, fine art, professional and amateur segments, and current issues affecting that sector.
- Familiarity with partner and competitor organisations in the photography sector.
- Some financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues.
- Understanding the needs of diverse communities and the issues relating to equality and diversity.
- Strong appreciation of social and environmental issues.



KEY COMPETENCIES

- Strategic Thinking
- Translating Information to Insight to Action
- Effectiveness in Meetings
- Bringing Coaching and Constructive Challenge
- Representing the Society
- Inclusion and Diversity Mindset



SPECIFIC PRIORITIES AT THIS TIME

- Experience in the operation of membership organisations (preferably in the arts sector), including an understanding of Customer Relationship Management (CRM) systems, running a membership organisation and how to grow and retain membership, as well as meeting the changing needs of existing members.
- Experience of delivering a project and/or strategy similar to “Photography for Everyone” with experience and knowledge of how to engage different parts of society at all levels. This includes Communities (including different segments of society, as well as the local community of RPS House); Government - central and local; Universities; Minority and under-represented groups, etc.
- Skills in bringing (academic) evidence to the role of promoting photography and similar arts and experience in how that might play in improving health and wellbeing. Understanding the link between the arts and health/wellbeing. Bringing an ability to be evidence-based, including how to frame hypotheses, gather evidence and draw the right conclusions from the evidence.
- Experience in promoting inclusion and diversity, with experience in bringing greater diversity and inclusion to a modern arts organisation. This also requires a change management capability and the ability to challenge thinking at all levels, as well as knowledge of widening participation from non-traditional groups and sectors.

APPLICATIONS

To apply please send us a completed application form and a covering letter explaining how you would meet the role specification and one of the above key priorities, and what excites you about photography. You can find the application form, as well as the required EDI monitoring form, here: www.rps.org/jobs

Email your CV and cover letter explaining how you meet the role requirements to: kate@rps.org by 0900 (GMT) on **7 March 2022**.

The Royal Photographic Society is committed to being a welcoming and inclusive organisation. We encourage all qualified applicants, regardless of their ethnicity, their sexual and gender identity, age or any other aspect of their identity, background or circumstance.

