

CFCCA

CENTRE FOR CHINESE CONTEMPORARY ART

Treasurer of CFCCA Board.

Introduction

Thank you very much for your interest in becoming Treasurer of the Centre for Chinese Contemporary Art's (CFCCA) Board. We hope you will find the information below useful, this includes:

- Background about CFCCA
- Roles and responsibilities for Board members
- A copy of the 'Nolan Principles of Public Life'
- Selection process.

CFCCA is a registered charity and a company limited by guarantee. We are seeking a new Treasurer who will be an active and energetic champion for CFCCA, supporting the organisation in overseeing financial administration, reviewing procedures and financial reporting and advising the board on financial strategy.

We strive to achieve a 'balanced' board with half our members being of Chinese descent who bring experience and understanding of Chinese culture and society and we are keen to attract members from such a background to maintain that balance.

Also, in order to achieve the right blend of experience and knowledge of the organisation with the need to bring in 'new blood' and fresh ideas, members serve for a maximum of two consecutive three year terms i.e. six years in total.

Centre for Chinese Contemporary Art (CFCCA)

CFCCA (formerly Chinese Arts Centre) is the leading organisation for the promotion of contemporary Chinese art in the UK. We recently successfully secured continued funding until 2022 from Arts Council England's National Portfolio programme and we will now receive £280,000 annually until 2022. This makes us one of the highest funded visual arts organisations in the North West.

We work with the best creative talent to run our year round public programme of exhibitions, residencies, engagement activity, festivals, international projects and events supporting innovation and reflecting the dynamism of contemporary Chinese art. In 2017-18 we welcomed 33,000 visitors to our onsite offer.

Over the last 30 years CFCCA has exhibited hundreds of UK 'first' solo exhibitions of contemporary Chinese artists many of which have gone on to reach critical acclaim. In 2014 the centre curated the ambitious and highly successful *Harmonious Society* exhibition in Manchester which featured over 30 artists at 6 venues across the city as part of Asia

Triennial Manchester 2014. In 2018 we also delivered *NOW: A dialogue on Female Chinese Contemporary Artists*, a multi venue exhibition of over 40 artists across 5 prestigious art venues nationally in collaboration with Plus Tate, China Central Academy of Fine Arts, Beijing and the British Council. We often work outside of the centre working in partnership to raise our profile.

CFCCA believes in the importance of ongoing dialogue and exchange in shaping our understanding of our rapidly changing world, and the need for a diversity of perspectives in contemporary visual arts. We create meaningful encounters between artists, audiences, cultures and ideas that make contemporary art and culture relevant to our diverse audiences.

CFCCA responds to the increasing importance of China and Chinese culture in an international context with shifting centres and sets out to explore what this means for artists and audiences. Our ongoing commitment to an evolving definition of Chinese art uniquely positions us to track changes, recognise trends, to identify emerging artists and bring new audiences and deeper understanding to Chinese Contemporary Art. This is evident through initiatives such as our Asia Research Network for Arts and Media and also our Chinese contemporary art collection developed in collaboration with The University of Salford.

CFCCA's Board and Director

Our Board currently comprises:

- Peter Mearns, Chair
- Dr. Shengke Zhi, Vice Chair
- David Bryan, Treasurer (to retire in February 2019)
- Caesar Hao He
- Profesor Allan Walker
- Tessa Jackson OBE
- Nathalie Cachet-Gaujard
- Menaka Munro
- Patrick Alexander
- Kwong Lee
- James Turner

Zoe Dunbar is our Director and has been with the organisation since November 2014.

Going forward

Over the next few years CFCCA will continue to work with the best creative talent to bring the most dynamic and exciting contemporary visual culture to our audiences. CFCCA will extend its reach, develop new partnerships, build its profile and create new strategic international collaborations. We are developing and strengthening our business model and staffing structure to make us less reliant on public subsidy and to increase our strategic impact locally, regionally and nationally.

Funding

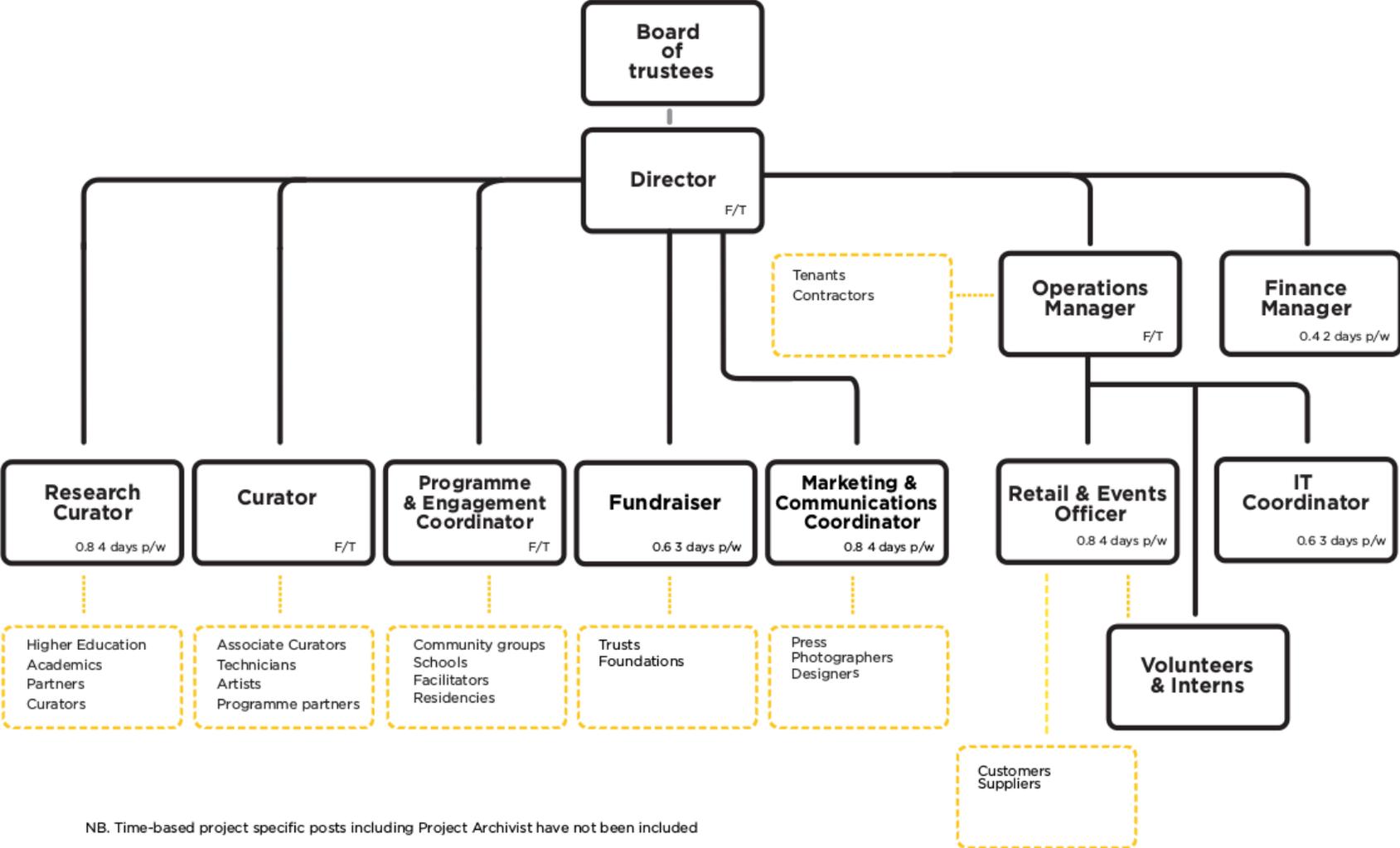
CFCCA currently receives regular funding from Arts Council England. In addition to this funding, CFCCA raises income through commercial initiatives to include its onsite retail and venue hire offer. The centre also levers support from fundraising initiatives, trusts and foundations, consultancy work, partnership funding, workshops and performances and in-kind support as well as money for projects from international sources. Diversifying our funding sources over the next four years will be a priority for the organisation.

To find out more about CFCCA visit www.cfcca.org.uk

For further information about charities and being a trustee please visit <https://www.gov.uk/running-charity/trustee-role-board>

Thank you again for your interest in CFCCA. If you would like an initial informal conversation about applying for membership please call CFCCA's Chair, Peter Mearns on 07801 612 675.

Centre for Chinese Contemporary Art Organisation Structure



NB. Time-based project specific posts including Project Archivist have not been included

Centre for Chinese Contemporary Art

Treasurer of the CFCCA Board

The Treasurer of the CFCCA Board maintains a view of the organisation's affairs ensuring its financial viability and that proper and appropriate financial records and procedures are in place and fully maintained.

The roles and responsibilities of the Treasurer are to:

- ensure that CFCCA complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure that CFCCA pursues its objects as defined in its Articles of Association.
- maintain proper financial control and ensure that CFCCA applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- To ensure the financial stability of the organisation
- To protect and manage CFCCAs assets and to ensure the proper investment of CFCCAs funds
- Ensure that appropriate accounting procedures and controls are in place
- Advise on the financial implications of CFCCAs strategic plans
- Ensuring the management team prepare annual accounts in good time for auditing purposes and any recommendations are implemented
- Chair the CFCCA Finance and HR Committee
- Contribute to development of CFCCAs Fundraising and Commercial income strategy
- advocate for, champion and promote CFCCA
- act in the best interests of the charity, never in the interests of yourself or another organisation.
- work collaboratively and cohesively with other board members and the Director.

Person Specification

Essential attributes

- 3 years experience of financial analysis and budgeting
- Partially or fully qualified Accountant, or with equivalent experience
- Experience of and an understanding of regulations and compliance in terms of financial reporting for charity sector, including charity VAT
- Passion for and commitment to the arts
- Strategic vision
- A good understanding of the general cultural, artistic, economic and political context, at local, regional and national levels within which CFCCA operates
- Willingness to adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (see below)
- A commitment to equality and diversity
- Willingness to devote the necessary time and effort to the business of CFCCA
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the trusteeship of a charity
- Ability to lead, and work as a member of a team

Desirable attributes

- Experience of leadership
- High level advocacy, communication and inter-personal skills
- Experience of committee work
- Tact and diplomacy
- Impartiality, fairness and the ability to respect confidences

What being a CFCCA Board member involves

In addition to the roles and responsibilities above it might be useful to know the following:

- Our board meetings are generally held in Manchester and are held every three months. One Board meeting a year is usually held in London.
- A Board Development or Away Day is held once a year not necessarily in the North West.
- CFCCA board members offer their services on a voluntary basis, but they are reimbursed for travel and any other expenses related to their work as a board member.
- Board members are provided with a full induction and have opportunities for training as required.

- CFCCA board members do not involve themselves in day to day operation of the centre: their role is principally one of strategic overview and overall fiduciary responsibility.
- There are a number of sub-committees / working groups e.g. HR and Finance, Appointments and Artistic which are led by Board members and include relevant staff where appropriate. The Finance and HR committee is chaired by the Treasurer.
- CFCCA aims for its board members to reflect the diverse communities of the UK. We strive to have at least fifty percent of our board members of Chinese descent and this is permitted as a Genuine Occupational requirement under the 1976 Race Relations Act.
- Board meetings take place in spoken English.
- Board members need to commit an average of half a day per month or six days per annum
- There is an expectation that members attend fifty percent of the board meetings each year. Attendance can be done 'virtually' if attendance in person is not possible.

Board members are required to act reasonably and prudently in all matters relating to CFCCA and must always bear the interests of CFCCA in mind. They must also be prevented from acting as a trustee if they:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- have an individual voluntary arrangement (IVA) to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by the Charity Commission or the High Court due to misconduct or mismanagement
- are disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups Act 2006

THE SEVEN 'NOLAN PRINCIPLES' OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Selection Process

If you would like further information or an informal conversation about the role, please contact CFCCA Chair **Peter Mearns on 07801 612 675.**

If you are interested in applying you should complete an application form which is available to download from our website. This will be reviewed by the CFCCA Appointments Committee. If we wish to take your application further, you will be invited for an interview with the Appointments Committee, which will then make a recommendation to the full Board for a final decision.

Closing date for applications: **Monday 4 March**