

## TRUSTEE RECRUITMENT AND INFORMATION PACK 2020

Dear prospective trustee,

Thank you for your interest in joining Spectacle Theatre Ltd.'s Trustee Board.

I am pleased to enclose an application pack, which should contain all the information you need about the appointment process and what being a Trustee of Spectacle Theatre Ltd involves.

Spectacle Theatre Ltd is currently governed by seven Trustees, who work closely with the posts of Theatre Manager and Theatre Admin - Finance role.

Trustees are required to attend quarterly Board Meetings with occasional additional Board strategy or subcommittee Meetings. Meetings take place at least four times per annum and the Annual General Meeting. Meetings usually take place on a Tuesday and start from 6.30pm. Present practice is that the Trustees meet online monthly. This is to ensure good governance during the COVID-19 pandemic.

Candidates must demonstrate that they can fulfil the requirements of the enclosed Person Specification.

If you have any questions about the enclosed information, please contact Steve Davis , Theatre Manager on 07900 493 691 or by email on [steve.spectacletheatre@gmail.com](mailto:steve.spectacletheatre@gmail.com) He will answer your questions or put you in touch with me or with another Trustee, as appropriate, to discuss any issues in more detail. I hope you find this pack informative. If you feel you can offer your skills and expertise to Spectacle Theatre Ltd, we welcome an application from you.

Yours sincerely

*Meryl Hopwood*

Meryl Hopwood

Acting Chair

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