

RADA

Role Description – Trustees of the Royal Academy of Dramatic Art

Introduction

RADA

Main Duties and Responsibilities

1. To ensure that RADA complies with its governing documents, the Royal Charter and Rules.
2. To ensure that RADA complies with its legal and statutory duties in relation to charity law, company law, consumer law, the conditions of registration with the Office for Students and any other obligations placed upon it by relevant legislation and regulation.
3. To ensure that as a charity, RADA pursues its charitable objects: To promote and operate an academy of dramatic art. To advance the art of drama by means of giving instruction in and promoting the study, practice and knowledge of dramatic literature. To promote and supervise such instruction most conducive to the cultivation and dissemination of the art of drama in the United Kingdom and English speaking world.
4. To ensure that the governing body (known as “Council”) exercises efficient and effective use of the resources of the Academy for the furtherance of its charitable objects, maintains its long term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control and the prevention of fraud.
5. To contribute actively to the strategic direction of RADA, setting overall policy, defining goals and evaluating performance against agreed targets.
6. Trustees may be called upon to sign documents on behalf of the Academy, although this is usually undertaken by the Chair.
7. To ensure that the necessary business of the Council is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business. Members are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to the Council as the opportunity arises.
8. To ensure that the Council acts in accordance with its governing documents, including the Royal Charter and Rules, Statement of Primary Responsibilities, Scheme of Delegation, Academic Regulations and the Academy’s internal rules and regulations, seeking advice from the Secretary in any case of uncertainty.
9. To accept collective responsibility for the decisions reached by the Council. Members elected, nominated or appointed by particular constituencies may not act as if delegated by the group they represent, and may not be bound in any way by mandates given to them by others.

Standards of Conduct

1. Trustees must conduct themselves in accordance with the Nolan principles of public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Trustees must at all times regulate their personal conduct as members of the Council in accordance with these standards.
2. Trustees must not benefit financially from their trusteeship. Members must make a full and timely disclosure of personal interests to the Secretary in accordance with RADA's established procedures. They must as soon as possible disclose any interest which they have in any matter under discussion and accept the ruling of the Chair in relation to the management of the situation, in order that the integrity of the business of the Council and its Committees may be and may be seen to be maintained.

Person Specification

1. Trustees will have a strong personal commitment to the dramatic arts, to higher education and the purpose and values of the Academy.
2. Ability to act fairly and impartially at all times in the interests of the Academy, using independent judgement and maintaining appropriate levels of confidentiality.
3. Willingness to devote the necessary time and effort to attend induction and training sessions, attend meetings, read papers, attend productions and other significant events in the life of the Academy.
4. Willingness to contribute to regular reviews of the effectiveness of Council and its committees.
5. Ability act as a critical friend to RADA's staff, offering support and constructive challenge as necessary while respecting the separation between management and governance and avoiding involvement in the day-to-day executive management of the Academy.
6. Effective communication skills and a commitment to act as an advocate for and champion of RADA.
7. Ability to act in the best interests of the charity at all times, ensure compliance with all relevant legislation, regulations and requirements and to uphold the duty of prudence and care in relation to the Academy's business and its present and future beneficiaries.
8. Ability to fulfil and undertake the trustee responsibilities and duties set out above, and to adhere to RADA's policies setting out standards for conduct. The individual must not have any conflict of interest which would make it difficult for them to participate fully in the Academy's business.
9. The individual must be eligible to act as a trustee of the charity at all times.
10. Independent trustees will have personal and professional standing within at least one area of expertise that the Council has identified as a core skill, and will be able to offer their skills and experience to support the effective governance of RADA.
11. Trustees will be committed to equality, diversity and inclusion and willing to contribute to the creation of an equitable and fair environment for all students, staff and volunteers of RADA.

12. Trustees are expected to attend all meetings of Council and any committees of which they are a member, or to give timely apologies if the absence is unavoidable.

Representing RADA

1. Trustees may be asked to represent the Governing Body and RADA externally, and will be fully briefed by the Academy to enable them to carry out this role effectively.
2. Trustees may be asked to use personal influence and networks in order to 'open doors' or consolidate relationships on behalf of the Academy.
3. Trustees may be asked to play a role in liaising between key stakeholders, including donors, and the Academy. Such activities will be carefully coordinated by RADA staff and trustees fully briefed to carry out this role.

Further information

1. The role of trustee involves a considerable time commitment. The Council meets at least three times per year for three to four hours. There is also an annual away day of at least six hours. Trustees will normally be appointed to at least one committee, which typically meet three to four times each year. In addition, trustees are invited to attend student performances, fundraising events and a student welcome meeting at the start of each academic year.
2. Trustees are not remunerated, however travel and other expenses incurred in the course of Academy business may be claimed through the Secretary, within the parameters of RADA's Expenses Policy. Directors and Officers' Liability Insurance is in place.
3. Appointments are normally made for a three year period ending on 31 July, unless otherwise confirmed in writing by the Secretary. Trustees may be re-elected for two further terms, to a maximum of three terms. The Council may remove trustees from office due to persistent absence from meetings of the Council or its committees, or if the Council is satisfied that a member is unable or unfit to discharge the responsibilities of a trustee.
4. The Council is composed of between 15 and 25 independent trustees. There are also two student governors and three staff governors. The Principal is also an *ex officio* member of the Council.