



Royal Society of Sculptors Trustee duties, responsibilities and accountabilities:

The Royal Society of Sculptors is an artist-led, membership organisation which champions sculpture and the artists who create it. We are committed to making the full range of contemporary practice accessible to all and also to promoting high professional and creative standards.

The Society employs four staff (three full time and one part time) and our work is overseen by the Board which elects the majority of its members from our community of artists. The remaining members are drawn from other professions and contribute expertise across a range of fields.

Chaired by the President, the Board comprises the Vice President, the Treasurer and up to eleven others, all elected for a three-year term. The Board holds responsibility for the values and strategic direction of the Society. The Society's strategic plans, annual business plans and risk assessments are considered and approved by the Board. Progress against the plans is monitored by the Board.

The Royal Society of Sculptors is a company limited by guarantee and registered in England Wales number 83239 and a registered charity number 212513.

What our Trustees do:

- To attend bi-monthly meetings of the Trustee Board, the AGM, *ad hoc* meetings and Board away days as required
- To determine the Society's mission and vision
- To engage in strategic planning
- To formulate needed policies
- To ensure adequate financial resources
- To ensure sound risk assessment
- To offer support and advice to the Director and Society staff in achieving the aims of the organisation
- To monitor the Trust's performance against agreed indicators
- To be aware of the responsibilities of a Trustee as described in the Charity Commission guidance
- To be an advocate for the Royal Society of Sculptors & an ambassador for members

What we expect from our Trustees:

Trustees are asked to commit to a three year term on the Board with the option of serving for a second term of three years.

The Board meets six times a year and one of these meetings is an away day. Generally meetings are held at Dora House in South Kensington, London and typically start at 11am and last two hours with preparation time of an hour to read and consider written reports.

The dates for Board meetings in 2026 are:

Wednesday 6 May AGM

Wednesday 15 July

Wednesday 16 September + membership selection (followed by Cecil Thomas memorial service)

Wednesday 11 November + GBA 2027 selection

Induction and training:

New Trustees are given a pack providing information about the Society, its work and people. As part of the induction process, Trustees are invited to meet informally with the President and Director and take a tour of Dora House.

We also provide access to training through the Association of Museums (AIM) New Trustee Induction training – a series of practical workshops that provide an introduction to governance and best practice for new Trustees or a refresher for those who have previously sat on Boards.

Annual Trustee review:

At the end of each calendar year, an informal Trustee review takes place. Either the President or the Vice President will meet with individual Trustees to review the year just gone. Trustees are asked to consider their achievements and things they have enjoyed as well as any issues that have affected their performance.

Practical information:

The Director emails meeting papers at least a week in advance of a Board meeting and meetings themselves usually last for two hours. Twice a year sculptor members of the Board are required to participate in membership selection meetings and these are generally held on the same day as a Board meeting.

Equality Diversity and Inclusion (EDI)

The Royal Society of Sculptors is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce, Board and volunteers bring to the organisation. The Society actively encourages diversity to maximise achievement, creativity and good practice and to bring benefits to individuals, members and communities. The Board has appointed Trustee Jane Reeves as EDI champion.

Remuneration:

The role, as defined by the Charity Commission, is an unpaid voluntary one. Trustees can claim travel expenses for attending meetings, but are asked to find the most cost effective way of travelling eg. train tickets booked in advance, second class travel. We understand that some Trustees may have caring responsibilities. Trustees may claim up to £20 per hour towards covering these costs up to a maximum of £120 for a full day of meetings (eg. a Board meeting followed by a membership selection meeting) and an additional two hours to cover travel time. This is capped at a maximum of six meetings a year (and does not apply to attending events such as private views). For both travel expenses and costs to cover caring, receipts will need to be provided.

There is no parking outside Dora House and limited on street parking around South Kensington.

For more details of the specific legal obligations of trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).