

Director (board member) White Swan Music and Arts



White Swan Music and Arts was registered as a Charitable Community Benefit Society in August 2025. Our mission is to purchase The White Swan, Charlton, and restore this much loved pub to generate income that will sustain our charitable aims of creating a music and arts hub in the heart of Charlton Village. We are building strong foundations for a community owned, creative organisation, and we are now seeking a Cooperative Secretary to join the Board and help shape our development.

About Us. White Swan Music and Arts is led by a volunteer Board developing the governance structures, compliance systems, and strategic framework of a new Charitable Community Benefit Society. The role of Cooperative Secretary is central in ensuring we meet our legal responsibilities, maintain good governance, and operate transparently and effectively. As a new organisation with no paid staff, the Secretary will work closely with the Chair, Treasurer, and other Directors to support smooth operations and compliance as we raise funds and prepare to purchase The White Swan.

The Role. Position Non Executive Board Director. Term one year until the organisation's first AGM. Board composition between six and ten Non Executive Directors with expertise across finance, arts management, creative industries, charity governance, education, and community engagement. Meetings include six Board meetings per year plus the Annual General Meeting.

Key Responsibilities. Ensure compliance with the Cooperative and Community Benefit Societies Act 2014, the Charities Act 2011, and other relevant regulations. Ensure White Swan Music and Arts has a clear direction and purpose, supporting the development and delivery of the organisation's strategic plan and objectives. Ensure appropriate processes are in place to monitor progress, performance, and achievement of key goals. Act as an ambassador for White Swan Music and Arts, championing its mission, values, and public-facing manifesto.

Person Specification. Essential skills and experience include a sound understanding of cooperative or charity governance. Strategic thinking skills with the capacity to consider the "big picture" and long-term sustainability of the organisation. Desirable experience in charity, community benefit society, cooperative, or company secretarial roles. Experience of Board-level leadership, trustee roles, or senior governance responsibilities. Familiarity with arts, social enterprise, community development, or public engagement organisations. Experience contributing to financial oversight, budgeting, or fundraising strategy.

Remuneration. This is a voluntary position. Reasonable travel expenses and agreed professional development support are provided in line with the Board's remuneration and training policies.

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