

Brief for Volunteer Directors



About Digital Writes

Digital Writes is an organisation dedicated to providing adults, children and young people with enriching creative experiences in the fields of creative writing, visual arts, performing arts, filmmaking, music, digital arts and video games. We provide opportunities for everyone, but are particularly focused on those who are disadvantaged for some reason: disability, gender, special educational needs, refugees and asylum seekers, economic deprivation and so on.

A Community Interest Company limited by guarantee, Digital Writes is funded by public bodies such as Arts Council England and the Wiltshire Community Foundation, as well as local authority funding, corporate social responsibility, crowd funding and workshop fees.

Digital Writes is staffed by a team of dedicated professional artists and teachers - experts in their own artistic fields and in education fields such as special educational needs and disability.

Mission

To provide adults, children and young people with enriching creative experiences that expand their creative horizons, boost their self-esteem and self-confidence, and give them a genuine sense of achievement,.

Vision

People who participate in our workshops and projects develop self-confidence, an eagerness to play and experiment, to fail without fear, and to experience the excitement of making genuine work that goes out into the world.

Values

Participants, as far as possible, have a genuine ownership of projects - not just their own work on projects, but also the inception of projects, aims and objectives, fund raising strategies, evaluation.

Projects have a genuine authenticity about them. Activity feels, and indeed is, real. Participants genuinely feel like actual writers, artists, musicians and so on.

Participants are encouraged to engage in collaborative activity and to share authorship.

People are encouraged to play and to fail, to reflect and grow. They are encouraged to feel the freedom to try different approaches; to sketch, to draft, to edit.

Children and young people have opportunities for personal assessment available to them - for example, The Arts Award - but only when it arises naturally from the activity; no participant is ever pressured into taking an assessment.

Artists, tutors and mentors working for Digital Writes are encouraged to engage in their own professional development. Skill sharing between tutors is encouraged. Where appropriate, and where allowed by the people taking part in projects, tutors are encouraged to contribute their own work to projects.

The work of artists and teachers is highly valued by Digital Writes, and their treatment as employees - including fees and salaries - is in line with that.

Roles and Responsibilities of the Digital Writes Board

The role of the Digital Writes Board is to:

- Ensure Digital Writes functions within the legal and financial requirements of a Community Interest Company;
- Be responsible for the overall governance and strategic direction of Digital Writes;
- Determine policy;
- Agree on the Project Plan:
 - what projects Digital Writes will undertake;
 - what partners Digital Writes will seek to work with;
 - how Digital Writes will fundraise to fund these projects;
- Assist in fundraising from the public and private sectors;
- Approve the annual accounts;
- Appoint senior staff;
- Carry out the appraisal of senior staff;
- Monitor performance against agreed objectives and targets;
- Represent and promote Digital Writes externally;
- Observe the Constitution (Digital Writes's regulatory governing document).