

## **ADVERT:**

### **New Trustees of Arts & Health South West**

Arts & Health South West (AHSW) is looking for two new trustees to join the Board from November this year.

Being a trustee of AHSW provides an opportunity to get involved with shaping and supporting the work of a respected and influential arts and health organization, as well as a chance to be part of a lively and engaged group of people who share a passionate interest in advocating for arts and health work.

#### **Personal Specification:**

We often encourage trustees to offer support to AHSW in particular areas of work, but also welcome the other numerous ways in which people's own individual skills and experiences can inform the work that we do.

We are actively seeking to broaden the diversity of our board, and also fill skills gaps from departing trustees. We therefore particularly welcome applications from people who:

- Have lived experience of mental health issues, learning disability or physical disability/impairment.
- Are from a Black, Asian or Ethnic Minority background
- Have experience working as an artist or in small independent arts organisations
- Have experience working in the strategic/management side of the arts and cultural sector
- Are an arts or arts-and-health academic
- Have knowledge and experience of working with local authorities

**Any new Trustees should also:**

- Be passionate about the field of arts and health
- Be committed to advocating for the benefit of arts for health and wellbeing
- Be able to explain how all of our activities support our aims and objectives.
- Understand how we help members and others as a charity.
- Make sure that we follow the rules in our governing document, 'Memorandum and Articles of Association'
- Comply with charity law and other laws that apply to us.
- Want to be part of a team that has oversight of all AHSW's activities and helps set its ambitions and direction of travel.

**To be a trustee you must NOT:**

- Have an unspent conviction for an offence involving dishonesty or deception.
- Be declared bankrupt.
- Have been removed as a company director or charity trustee because of wrongdoing.

**What are the practical commitments?**

Trustees meet 4 times a year, on a weekday afternoon from 1pm - 5pm. These board meetings tend to happen in March, June, September and December. The meetings normally happen in Bristol (close to Temple Meads station), but during the Covid-19 pandemic they have been happening over Zoom – we will continue to meet via Zoom until further notice.

1-2 weeks before each board meeting, the trustees are required to read the board papers, to prepare for the meeting. These tend to include Financial Reports (with an easy-to-follow commentary), the Director's report, a summary of AHSW's current activities, and anything particularly relevant to the upcoming meeting.

Trustees also need to agree to being listed as a 'Director' of AHSW on Companies House, and will need to answer some survey questions each year as part of AHSW's reporting requirements.

## **The Role of the Board of Trustees of AHSW**

The Board has an important function in running the organisation, and guides the organisation in the following ways:

- The Board acts in the best interest of the charity and its beneficiaries. The Board is not unduly influenced by those who have special interests and places the interests of the charity before any personal interest.
- The Board safeguards and promotes the charity's reputation
- The Board is seen to be acting with integrity and in line with the values of the Charity
- The Board is clear that its main focus is on strategy, performance and assurance, rather than operational matters and reflects this in what it delegates while maintaining responsibility and oversight
- The Board has a sound decision making and monitoring framework which helps the organisation deliver its charitable purpose
- The Board promotes a culture of sound management of resources but also understands that being over-cautious and risk averse can itself be a risk and hinder innovation
- The Board's culture, behaviours and processes help it to be effective, this includes accepting and resolving challenges and different views
- All Trustees have appropriate skills and knowledge of the charity and can give enough time to be effective in their role
- The Board takes decisions collectively and confidently and unites behind those decisions and accepts them as binding
- The Board ensures that the charity's performance and interaction with its stakeholders are guided by the values, ethics and culture put in place by the Board.

You can find out more about the work of the AHSW by visiting our website:

<http://www.ahsw.org.uk/about.aspx>

For more details on the roles and responsibilities of charity trustees please visit the Charity Commission website:

<https://www.gov.uk/topic/running-charity/trustee-role-board>

## **Procedure for recruiting trustees**

- 1) We advertise for new trustees :
  - By "word-of-mouth"
  - On our website / social media
  - Through our monthly newsletter

- On relevant related websites
  - Via relevant networks
- 2) We ask applicants to give us a brief CV and covering letter, explaining which of the skills listed above they can offer us.
  - 3) If we have one or more vacancies, and the person has the right skills, we invite them to one or more trustee meetings as an observer.
  - 4) Trustee applications should be reviewed and approved by a minimum of 2 trustees and 1 senior staff member at a meeting. They would look at the skills we need at the time, against the skills the applicant has to offer.
  - 5) New trustees are formally elected at the following AGM (which is usually held in November).

## **Welcoming a new trustee: induction**

Some things need to be done as soon as a trustee is appointed. Other things can be done when it is convenient for everyone (perhaps within 6 months).

### **Immediate:**

- 1) Fill in a declaration form.
- 2) Receive and read our information pack, outlining trustee roles and responsibilities, and a copy of our policies. (NB this is done electronically)

### **When convenient:**

- 3) Meet with the Director and a senior member of the board (e.g. the Treasurer) to:
  - a. Learn more how the board works
  - b. Find out more about what is involved
  - c. Talk in detail about the skills that the new trustee can bring to us, and how we can use those skills.
  - d. Discuss any training / support needs
- 4) Meet with the General Manager and Finance Assistant to:
  - a. Find out about the staff and their responsibilities
  - b. Learn about our projects
  - c. Ask any questions about our policies and procedures

Receive invitations to relevant events, etc.

## HOW TO APPLY

Please send a brief CV and covering letter to AHSW Director, Alex Coulter at [alex@ahsw.org.uk](mailto:alex@ahsw.org.uk)

### **Key Dates:**

- Deadline for applications: **Sunday 1<sup>st</sup> November**
  - Election at the AGM on **Friday 20<sup>th</sup> November**
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### **Further Reading: About Arts & Health South West**

AHSW is a learning, advocacy, networking and development organisation. We believe that creativity is at the heart of human flourishing and want more people to experience the arts and culture for the benefit of their health and wellbeing. We provide learning programmes and resources, advocate with decision-makers and funders, deliver networking events and support the development of partnerships and collaborations. We have been an Arts Council England funded National Portfolio Organisation since 2012 and a registered charity since 2006. We are a free membership organisation with a membership of over 2000 people, mostly but not exclusively from the south west region.

AHSW has developed a regional strategy in collaboration with stakeholders in the region and our current priority areas are loneliness, mental health and social prescribing. Our programme includes [network meetings](#), [webinars](#), [podcasts](#) and [Action Learning Sets](#). Recent and current partnership projects can be viewed [here](#). The [Alternative Visions](#) project has led to the establishment of a lively and active Advisory Group of people with lived experience of ill-health who also pursue creative practice. Three of them were involved in and helped plan and deliver our most recent [Spring School](#). [Alternative Visions](#)

recently featured as a case study in [New Philanthropy for Arts & Culture](#) published by Arts Council England and the Beacon Collective. From 2016-19, AHSW was the recipient of an Arts Council England Catalyst Evolve fund which strengthened our capacity for fundraising and individual giving. We now employ a part-time Fundraising and Development Manager. AHSW has delivered two major international conferences, in 2013 and 2017. The third [Culture, Health and Wellbeing international conference](#) will be in June 2021.

The Director, Alex Coulter, is employed full-time by AHSW, but three days of this are on national work (see below). Hannah Mumby, General Manager, works three days a week and Alexis Butt, Fundraising and Development Manager two days a week. Hayley Youell is employed on a freelance contract to support the international conference. Our finances are managed by a freelance Finance Assistant, Sarah Holmes, one day a week. Oversight of finances are provided by our Finance Trustee, Bill Boa, with a finance sub-committee which involves the Chair.

Since 2018, AHSW has been the 'host' organisation for the [Culture, Health and Wellbeing Alliance](#) (CHWA), a national sector support organisation. AHSW trustees are responsible for CHWA until it is fully independent, which we anticipate will be by January 2021.

The Director of AHSW, Alex Coulter, has provided the secretariat for the All-Party Parliamentary Group on Arts, Health and Wellbeing since 2014 and project managed a 2 year inquiry which resulted in the publication of the [Creative Health](#) report in 2017. Alex is currently working three days a week on delivering recommendation 1 in the report, the National Centre for Creative Health, and continues the regional work two days a week. AHSW is responsible for the financial management of the budget for AHSW and for the set-up of the National Centre for Creative Health. Bill Boa is a trustee for the National Centre for Creative Health as well as Arts & Health South West and it will become financially independent from AHSW in 2021.

