

# Chair of the Board of Trustees

## DESCRIPTION OF ROLE

### Personal Specification:

To be successful in the role of Chair of Arts and Health South West you will:

- Be altruistic, have a good sense of humour, empower others, be friendly and humble. They are often bright, confident, reflective, organised, focused and open.
- Be able to relate to others and bring good emotional intelligence. For example, they are flexible, non-judgemental, calm, at ease with peoples of all types.
- Have the capacity to lead which means that they are committed to the organisation and devote time to it. They are clear about their role and are able to see the bigger picture. They have spent time learning about the organisation and finding out how it really works.
- Be able to deal with conflict and contentious issues. They have built a good team, including with the Chief Executive and understand group dynamics. They are also willing to use their personal connections to the benefit of the organisation.

A new Chair of AHSW's Board of 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
- Have entrepreneurial spirit
- Have professional experience and knowledge of either the arts sector or health and social care sector
- Be able to chair meetings effectively (Board Meetings and AGM)
- Be skilled at working with teams
- Be a good communicator
- Be able to make executive decisions
- Be available for quarterly board meetings in Bristol, plus 1 AGM in November each year and 1 'Board Away-Day' in July (it is anticipated these meetings will be a combination of in-person and via Zoom in future).
- Be confident with financial reporting and attend quarterly Finance Committee Meetings

## Responsibilities:

The Chair of the Board needs to:

- Understand the organisation's purposes and make sure that we follow the rules laid out in our governing document, '[Memorandum and Articles of Association](#)'.
- Help to plan what our charity will do, and what we will achieve.
- Be able to explain how all of our activities support our aims and objectives, and advocate for the work of AHSW
- Understand how we help members and others as a charity.
- Comply with charity law and other laws that apply to us.
- Act as Designated Safeguarding Lead for the organisation, which involves proactively monitoring safeguarding with input from all AHSW staff and trustees, and keeping the Safeguarding Policy up to date.
- Line-manage the Director of AHSW including regular meetings and an annual appraisal
- Nurture the board of trustees that has oversight of all AHSW's activities and helps set its ambitions and direction of travel.
- Help the organisation prepare for quarterly board meetings by reviewing the agenda before each board meeting and reading any tabled papers (these usually 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)
- Chair each board meeting by timekeeping, facilitating decision-making and signing off the minutes of the previous meeting.
- Write an introduction to the Annual Report (accounts) outlining the work that has been covered during that financial year and signs off the Annual Report for the accountants.
- Introduce the annual conference and chair the Annual General Meeting.

## The Role of the Board of Trustees of AHSW

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.

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

Board meetings happen 4 times a year, in Bristol, often on a Friday afternoon from 1pm - 5pm. These board meetings tend to be in March, June, September and December.

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>

### **All trustees must:**

- Not have an unspent conviction for an offence involving dishonesty or deception.
- Not be declared bankrupt.
- Not have been removed as a company director or charity trustee because of wrongdoing.

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

### **Procedure for recruiting trustees**

- 1) We must follow our Equality and Diversity procedure when recruiting trustees.
- 2) We advertise for new trustees :
  - By “word-of-mouth”
  - On our website / social media
  - Through our monthly newsletter
  - Through volunteer centres
  - On relevant related websites
- 3) We ask applicants to give us a brief CV and covering letter, explaining which of the skills listed above they can offer us.
- 4) 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.
- 5) 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.
- 6) 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 can be 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.

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## 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)

For an informal discussion of the role, please contact our current Chair, Sue Isherwood, on [sueisherwood9@gmail.com](mailto:sueisherwood9@gmail.com)

**Key Dates:**

- Deadline for applications: **midnight, Friday 25<sup>th</sup> June 2021**
- Interviews will take place via Zoom **July 14<sup>th</sup> / 15<sup>th</sup> / 16<sup>th</sup> (TBC)**
- Decision will be made by the **end of July**
- **September to November** handover period
- New Chair is formally elected at the AGM in **November 2021**