

**HELIX
ARTS.**

**Trustee
Recruitment
Pack**

www.helixarts.com

Contents

Welcome letter	3
Application process (including key dates)	5
Trustee statement of roles and responsibilities	7

Welcome

Thank you for considering applying to join us as a Trustee of Helix Arts.

Helix Arts is a regional arts charity and an Arts Council England National Portfolio Organisation which was established 40 years ago in 1983. Over this time Helix Arts has collaborated and connected with local people, partners and artists to help improve their health, their prospects, their communities, and their environment.

We are a unique arts organisation that is part of a thriving voluntary and community sector. We lead on reducing barriers to access and by increasing opportunities for inclusion, by supporting our most marginalised residents. We do this through strong partnership working. We deliver our projects by taking an asset-based approach, embracing the social agency of the arts and tuning into lives following the impact of the pandemic and responding accordingly.

We have several roles available on our Board which we would like to fill with committed Trustees from education, arts, finance, legal, HR and health backgrounds as well as with members of our local community who understand the benefit they can bring by helping the work Helix Arts does. We would love to appoint a participatory artist, a young adult under 30, a resident or local community volunteer with a passion that the community voice is heard.



Helix Arts values the importance of everyday culture and creativity and we are keen to collaborate with individuals with a range of backgrounds and skills as part of our Board.

People are at our heart: connections and relationships matter for positive change to happen. We reach out to people to nurture their journey by placing choice and shared decision-making at the heart of what we do.

Before submitting an application to become a Trustee there are various ways to find out more:

- Visit our [website](#) to find out more
- Read our Trustee pack
- Attend an informal 'meet and greet' session on 29th March 2022
- Arrange a phone call to find out more

All potential Trustees would be requested to observe a Board meeting in advance of potential appointment as a Trustee.

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Creating change since 1983.

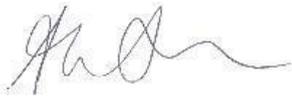
We welcome applications from anyone who wishes to make a difference through the arts within the region.

This document is available as a voice recording. Other formats available on request.
Please visit our website www.helixarts.com.

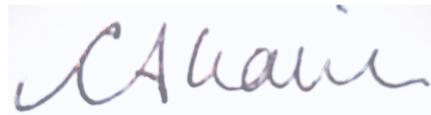
If you require this information in any other format please contact Katie Jayne Appleyard-
katiejayne.appleyard@helixarts.com or call 0191 241 4931.

Thank you for your interest.

Alison Shaw
Chair of Helix Arts Board of Trustees



Cheryl Gavin
Director of Helix Arts



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The Organisation

Helix Arts is an arts charity that has collaborated and connected with local people, partners and artists for almost 40 years to help improve their health, their prospects, their communities, and their environments. We are ambitious about people's potential, especially those who experience vulnerability.

We are a unique arts organisation that is part of a thriving voluntary and community sector. We lead on removing barriers and increasing opportunities for inclusion by supporting some of our most marginalised residents. We do this through strong partnership working.

We deliver our projects by taking an asset-based approach, embracing the social agency of the arts, tuning into people's lives following the impact of the pandemic and responding accordingly.

Prioritising people experiencing income deprivation, health inequalities, crime and educational needs, we focus our projects on older people, carers, young people and their families.

Helix Arts values the importance of everyday culture and creativity.

People are at our heart: we recognise that connections and relationships matter in order for positive change to happen. We reach out to people to nurture their journey by placing choice and decision-making at the heart of what we do.

Remuneration

The role of the Trustee is not accompanied by any financial remuneration, although expenses may be reclaimed and some additional financial support may be available in specific cases.

Location

Helix Arts is based at 51 Bedford Street, North Shields, NE29 0AT.

Time Commitment

The Board meets four times per year. Meetings normally start at 4.30 pm and last for 90 minutes. In addition, Trustees are likely during their tenure to contribute and collaborate on one or more sub-committees.

Various events throughout the year may also call for your participation.

Role Description

We know that the most effective boards are those which benefit from Trustees from a diverse range of backgrounds and with a range of experiences and skills.

The statutory duties of those Trustees are to:

- Ensure Helix Arts complies with and pursues its objectives as defined in the governing document
- Ensure that Helix Arts applies its resources exclusively in pursuance of its objectives
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation
- Ensure the financial stability of the organisation and be willing to follow the Charity Commission's latest guidance on fundraising
- Protect and manage the property of the organisation and ensure the proper investment of the organisation's funds
- Support the appointment of the Chief Executive and monitor his/ her performance

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions, including:

- Scrutinising board papers
- Leading discussions and focusing on key issues
- Providing guidance on new initiatives

Trustees must, at all times, act as an advocate for the organisation with existing and potential programme partners, the public, funders, investors and participants. The Trustee must be willing to follow the Charity Commission's latest guidance on fundraising and adhere to the Nolan Principles.

Person Specification

All prospective candidates will need to have:

- Commitment to the organisation through a willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement with the willingness to speak their mind
- Ability to think creatively
- Understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

Collectively, the Board of Trustees will form part of a team that will have shared skills and experience in;

- Financial management, income generation and enterprise
- Public policy, public affairs, cultural and creative policy
- National and local voluntary sector
- National and local government and statutory bodies
- Digital strategy
- Human resource management
- Volunteering management
- Funding and Trusts and Foundations
- Collaborative partnerships and co-production

Process

- Invitation to discuss application
- Optional come for a cuppa/drop in 29 March 2022
- Applicants are invited to complete a simple registration and provide a short supporting statement to: katiejayne.appleyard@helixarts.com. Please detail why you are interested in the role of Trustee and any relevant experience they wish to include.
- Invitation to observe board meeting. Note: Next board meeting it 11th May 2022
- Appointment by the full Board of Trustees

Key dates

Week commencing 7th March 2022

Open to applications

**Tuesday 29th March 2022
11am or 6pm**

Informal meet and greet drop-in at Helix Arts offices

Monday 15th April 2022, 5 pm

Deadline for application submission

Once appointed, if over time you become interested in enhancing your role on the Board and taking on additional duties, opportunities will become available as part of the succession-planning process.