



## Helix Arts Trustee Role Description and Person Specification

### **The Organisation**

Helix Arts has been co-producing, co-curating and co-evaluating great art since 1983. We work with high quality artists and with people in diverse communities who lack opportunities to enjoy a rich cultural life.

We prioritise:

- People living in socioeconomically disadvantaged areas
- People who are unemployed or on low incomes
- People facing ill health particularly older people
- People with special needs
- Children and young people at risk

### **Remuneration**

The role of Trustee is not accompanied by any financial remuneration, although travel expenses may be reclaimed.

### **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 2 hours. In addition Trustees are expected to attend a number of events throughout the year and they are likely to be asked to sit on one or more sub-committees.

### **Role Description**

We know that the most effective Boards are those which benefit from Trustees from a diverse range of backgrounds, experiences and skill sets.

The statutory duties of those Trustees are to:

- Ensure Helix Arts complies with its governing document.
- Ensure that Helix Arts pursues its objectives as defined in its 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 settings 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.
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- Appoint 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.
- Focusing on key issues.
- Providing guidance on new initiatives.

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

## **Person Specification**

All prospective candidates will need to have:

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- 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 needs 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.