

# TRUSTEE RECRUITMENT PACK

2024

## WELCOME TO THE MIGHTY CREATIVES!

Over 200,000 children and young people of the East Midlands have experienced the impact of our work in over 2,000 schools and cultural organisations across the region since 2010. Many of those young people have experienced more than their fair share of social deprivation and poverty though: a recent Stakeholder Engagement Strategy for example demonstrates that 44% of cultural and educational organisations we have worked with are in areas of the first to the third deciles of the index of multiple deprivation.

### Our Vision and Mission

It is crystal clear to many that the arts, creativity and cultural education have a fundamental role in supporting young people in countering the impact of social injustice. That need has become more demanding in recent years, and we now need to ensure that this is expressed at the heart of our vision:

#### Social Justice for young people through arts, culture and creativity

To achieve this vision, our mission has four strategic objectives (SO) and associated SMART objectives for the lifetime of this business plan as follows:

SO No.	Aim	SMART Objective 1	SMART Objective 2	SMART Objective 3
SO1.	To transform the lives of our beneficiaries through one-to-one and group-based <b>Creative Mentoring services.</b>	Increase by 50% the number of children and young people in need (TMC definition, Appendix 2) engaging with our services.	Sustain and grow our pool of Creative Mentors through targeted recruitment supporting 200 creative practitioners.	National adoption and delivery of CM: the service will be delivered in each region across the nation.
SO2.	To provide support, advice and opportunities to employers which assist our beneficiaries' employment prospects and enterprise opportunities through our <b>Mighty Employers Services.</b>	Recruit 200 Employers to the Mighty Employers Network (MEN)	Support 700 young people who are not in education employment or training (NEET) to EET (being in education employment or training).	Provide our beneficiaries with the support, advice and opportunities to further their employment prospects and enterprise opportunities.
SO3	To inspire our beneficiaries to express themselves through the power of creativity and to work with other stakeholders to support best practice, youth-led approaches which foster meaningful	Grow a youth voice community of practice network across the UK which delivers high-quality child / youth-led	Deliver 120 CPD sessions including training and development opportunities, workshops and networking	Support and grow the TMC Youth Board to 50 members across five national regions.

	cultures that place youth voice at the heart through our <b>Youth Voice services</b> .	approaches resulting in an increase of youth-led interventions.	sessions for educators and creative practitioners to develop their child / youth-led creative practice.	
SO4	To sustain and grow investment in our work from across the UK and internationally.	Build on our unrestricted reserves by 10% year on year	Diversify our income sources so no one funder is more than 50% on our overall income.	Maintain our reserves policy at three months running costs

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

[www.themightycreatives.com](http://www.themightycreatives.com)

**Further details of our values, guiding principles, programme development plans, marketing and finance strategies are described in our 2024 – 2029 Business Plan.**

We strive for these values to be evident in all aspects of our organisation: governance, leadership, programmes, income generation and operations and processes.

## What we are looking for?

We are looking for between 4 – 8 individuals to join our Board of Trustees. Our Trustees bring specific skills and expertise, including in HR, finance, legal, fundraising, digital, impact or social care.

## Joining Our Board

Board members of TMC ensure that we fulfil our mission, act to ensure that we meet our legal and financial obligations and support the growth and development of TMC as an organisation. The Board is responsible for agreeing TMC's strategic direction and policies; for overseeing and monitoring the implementation and progress against short and long-term goals and key performance indicators; and for helping it secure sustainable income streams to deliver its work.

Importantly, we want our Board Members to be champions for The Mighty Creatives and to represent the charity positively wherever the opportunity arises.

## Terms of appointment

Role title:	Trustee
Remuneration:	All Board Members are volunteers and do not receive any financial benefit. We are able to pay out of pocket expenses for attending meetings and events.
Term of office:	There is no minimum or maximum term. We have adopted good practice standards of 3 years, up to a maximum of 6 years.
Hours/location:	Trustees Meetings are held quarterly and are usually held online, using Zoom. Meetings usually last about two hours and are held in the evening.

We have an Operations & Finance Sub-Committee which is also held quarterly online and trustees are invited to join this dependent on their background and interests.

The trustees hold an away day once a year which is an in-person event usually in the East Midlands.

## Principle Duties and Responsibilities

The Board supports the work of TMC and provides mission-based leadership and strategic governance. While day-to-day operations are led by TMC's Chief Executive Officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

First and foremost, we need you to be passionate about our mission. We also need you to

- Be an advocate and ambassador.
- Be present and participate.
- Bring your expertise.
- Give your time.

We estimate the time commitment of a Board Member is approximately 2 hours per month. The position is voluntary and you will receive no remuneration for this work.

Specifically, all TMC Board Members have responsibilities across the following areas of work.

### Leadership, Governance and Oversight

- To serve as a trusted advisor to the CEO as they develop and implement TMC's strategic plan.
- To agree annual and long-term goals and plans in partnership with the CEO and staff to ensure the greatest reach and quality of TMC's programme and work.
- To review outcomes and metrics created by TMC to evaluate its impact, and regularly measure its performance and effectiveness using those metrics.
- To monitor, have oversight of and ensure progress against set targets and outputs (KPIs, success measures and ACE Investment Principles).
- To monitor TMC's organisational risk register and act to ensure that it mitigates any key risks.
- To review and read agenda and all supporting documents prior to Board and Committee meetings.
- To approve the annual budget, audit reports, and material business decisions.
- To ensure TMC meets all its legal and financial responsibilities.
- To carry out an annual performance review of the CEO.
- To assist the CEO and Board Chair in identifying and recruiting other Board Members.
- To partner with the CEO and other Board members to ensure that Board resolutions are carried out.
- Serve on TMC committees or time-limited working groups and/ or taking on specific assignments in support of TMC.
- Represent TMC to stakeholders and act as a trusted ambassador for the organisation.
- Ensure TMC's commitment to a diverse Board and staff composition that reflects the communities that TMC serves.

**Fundraising**

- Board Members support fundraising efforts/activities during the year led by the CEO and development staff, this may involve attending events, representing the organisation with key funders and prospects or advising the development team and CEO on fundraising plans.
- Agree annual and long-term fundraising goals and plans in partnership with the CEO and staff.
- Monitor and assess fundraising efforts against the fundraising strategy and goals throughout the year.
- Make TMC your principal philanthropic commitment in terms of your time and connections and individually and collectively support our fundraising strategy.
- Partner with CEO and development staff to identify, cultivate, solicit and steward potential corporate, foundation and major individual donors. The Board may appoint a separate Development/ Philanthropy working group to support its fundraising efforts or with a specific campaign. Board members with skills and experience in fundraising may be asked to join this.

**Financial Due Diligence**

- Approve and monitor the annual budget of TMC.
- Support development, approve and monitor financial plans, making necessary adjustments during the year, based upon available resources, goals and commitments of the organisation.
- In partnership with CEO and other staff ensure that TMC is effectively managing its unrestricted and restricted funds and has adequate free reserves to cover its liabilities.

**Attendance**

- Board meetings take place four times during the year and depend on the active participation of each member. Board Members will usually be required to attend an annual away day with the CEO and Senior Management. Whilst online platforms make attendance at meetings more possible, visiting TMC, meeting staff and other Board members in person is an important part of building the relationships that are integral to good Board service.
- Meeting dates are confirmed a year ahead for the whole financial year. It is important that Board members commit to attending and only miss a meeting in exceptional circumstances.
- Trustees are also expected to serve on one or more committees or working groups which meet at various times throughout the year (these can be done remotely or face-to-face depending on the business concerned).

A breakdown of the estimated time commitment is given below:

<b>Breakdown of Annual Time Commitment Activity Type</b>	<b>Total Duration</b>	<b>Details</b>
<b>TMC Board Meeting -</b> online four times per year	12 hours per year	There are four online TMC Board Meetings a year
<b>TMC Subcommittee meetings</b>	12 hours per year	Board Members are expected to also serve on TMC Subcommittees or time-limited working groups, by agreement with the CEO/ Chair

<b>Attending TMC Board Away Day – In-person</b>	8 hours per year	TMC board away day takes place once a year.
<b>Attending TMC Events</b>	8 hours per year	E.g Mighty Employer network events, research project meetings, project related events such as programme launch events, Sprocket events.
<b>Administrative Duties</b>	12 hours per year	Reading Board papers staying in contact with TMC, annual reviews, training, ad hoc meetings, phone/ email support of Chair/ Board

### Person specification

- We are looking for someone who is familiar with the sectors we work within (culture, education, health, corporate and the third sector), understands the challenges we face and is able to advocate for the charity in regional and national contexts in order to take The Mighty Creatives forward.
- They may have been a trustee for another charity, but we welcome applications from colleagues within the corporate or commercial sector if they are committed to advocating and supporting the charity's vision and mission in the best interests of its stakeholders
- They may have lived experience of the care sector.
- We welcome applications from all ages, but they may be aged between 18 – 25 years old.
- Strong leadership, people management skills and the ability to chair meetings effectively.
- Experience of change management
- Time and effort, as needed, to fulfil the duties outlined above.
- Strategic vision and understanding.
- Good, independent judgment.
- An ability to think creatively
- An understanding of legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess integrity, objectivity, accountability, honesty.

- The applicant must be legally eligible to stand as a registered Company Director and Charity Trustee.

Above all, we want you to be a change-maker, using your passion and creativity to work as part of a leadership team to help guide our work and create positive change in young lives. We are both looking for people who can think big and those that have an eye for detail. You should be able to demonstrate some of the following:

Criteria	Standard	Essential/Desirable
Commitment	To children's rights and equality of opportunity	Essential
	To work as part of a leadership team	Essential
	To Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership*	Essential
	To attending 4 board meetings per year, an annual away day and occasional working group meetings and events	Essential
	To The Mighty Creatives' vision, mission and values	Essential
Knowledge and Experience	Income generation and / or fundraising	Desirable
	Marketing, Communications and PR	Desirable
	Managing people	Desirable
	Specialist insight into working with children and young people (e.g. as an artist, teacher, policy maker)	Desirable
	Being creative in identifying and solving complex problems at work or as a volunteer	Essential
	The way charities and/or companies work	Desirable
	Local, regional and national policies affecting children and young people	Desirable
	Issues affecting young lives in the East Midlands, UK and Europe	Desirable
	Working nationally or internationally	Desirable

\* From The Nolan Committee's First Report on Standards in Public Life.  
<http://www.public-standards.gov.uk/>

### How do I find out what I need to know?

We have put together an induction programme to share information with new Board Members and to explain the role in more detail. The induction covers the important legal responsibilities of being a Trustee, the principles of good governance – i.e. managing an organisation well and wisely – and many of the skills required to do the job well. The induction also provides a thorough introduction to The Mighty Creatives' work and future plans.

### What about payments or other similar benefits?



Board members are volunteers and cannot receive any sort of financial benefit or advantage simply because they are a Board Member.

We ask Board members to disclose any personal interests they might have in the organisation, including any close relatives or other organisations you are involved in.

### **What about travel and expenses?**

The Mighty Creatives is based in Leicester, our Board meetings are currently taking place online, but there may be times when Board members will need to travel to Board meetings and events that take place around the East Midlands. Board Members will therefore need to travel across the region. You would be able to claim reasonable expenses (for example bus or rail fares, etc.) to get to meetings or events.

### **Can I be stop being a Board member?**

Yes! You can choose to resign at any time if you wished to, as long as there were at least 3 other Board members still in place. The Board must be made up of at least 3 people and there is no maximum number.

We would like Board Members to be active and involved in the Board. If you weren't able to fulfil your responsibilities to either your or our expectations, we would discuss ending your membership of the Board.

## **Joining The Mighty Creatives**

If you are interested in becoming a trustee with The Mighty Creatives, please read all of this pack, check out our web site and social media. If you think you can help, then complete and return the Expression of Interest form. If we think you could really benefit the organisation, we will invite you to meet us to discuss your experience and skills further.

And, once again, we do not expect Board Members to know everything about us before they start! We have an induction programme to share information with you and to explain the role of the Board, our work and future plans in more detail.

### **How can I find out more?**

We would encourage all applicants to have an informal discussion with our CEO, Nick Owen at The Mighty Creatives:

[Nick@themightycreatives.com](mailto:Nick@themightycreatives.com)

### **How to apply:**

1. Fill in the expression of interest form.
2. Save it as a Word document with your name and the words **Chair of the Board** in the filename.
3. Email the form back to us at [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com) by the closing date which is 9am on 4<sup>th</sup> March 2024. We are hoping to hold interviews on line on 22<sup>nd</sup>

March.

**The Mighty Creatives Team**

We're an accessible and equal opportunities organisation, so please get in touch with [recruitment@themightycreatives.com](mailto:recruitment@themightycreatives.com) if you'd like to receive and return your form in a different format.