



hoot
creative arts

join the
team

Trustee
Treasurer

**Being creative
makes you feel good**

www.hootcreativearts.co.uk



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Hello!



We are so pleased that you are interested in joining the board here at **hoot creative arts**.

hoot is an arts and mental health charity based in the town centre of Huddersfield, West Yorkshire. We deliver a range of creative activities that support people to take care of their mental health and wellbeing and discover how being creative makes us feel good.

Our delivery is co-produced with a range of groups and settings:

Adult Mental Health services
People living with dementia and their carer
Adults with learning disabilities
Children and young people using mental health services
Specialist custodial settings
Workplace wellbeing
Older people's care homes
End of life services
Safe and secure digital platforms

hoot is an Arts Council England National Portfolio Organisation (NPO) and in 2020 was given the Health and Wellbeing lead for Kirklees Year of Music 2023. We are commissioned jointly by Kirklees Council and the NHS to provide a creative arts programme within the adult mental health service across Kirklees.



Music made by attendees of our commissioned programme's activities

"I am so glad i have found **hoot** as i have grown so much from coming to activities and getting the support from the staff"

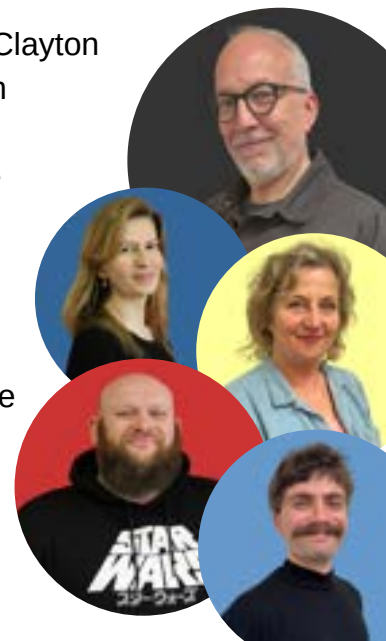
hoot's history

hoot creative arts was founded in 2002 by two artists with a passion for music and dance and an inkling from their own lives that being creative might help maintain mental health and emotional wellbeing. Little did they know that **hoot** was part of a growing body of national and international practice and research that would see attitudes to [Creative Health](#) change radically over the next 20 years.

They called themselves **hoot**, because they had a laugh and made plenty of noise. 20 years on and **hoot's** weekly activities span Kirklees and as far beyond as Durham and Torquay.

hoot today

hoot is led by CEO Gavin Clayton who was closely involved in establishing the national infrastructure and evidence base supporting Creative Health. The **hoot** team is made up of 14 staff members (plus freelance artists), many of whom have been here for 10+ years.

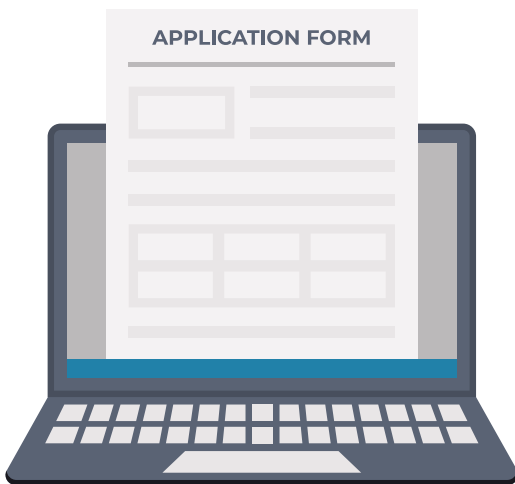


Why join hoot?

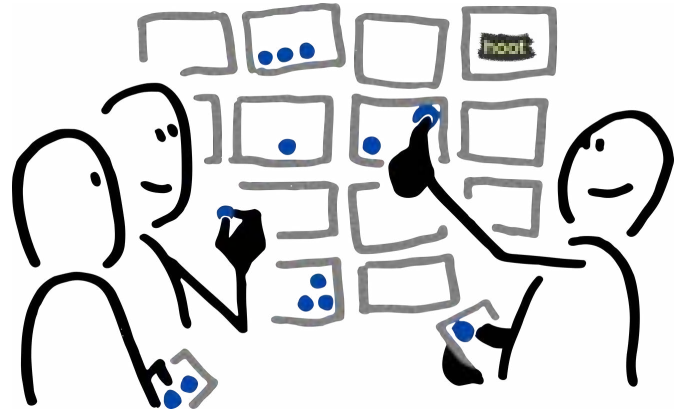
Welcome! Congratulations you have arrived at our recruitment pack!

hoot creative arts was founded in 2002 by two artists with a passion for music and dance and an inkling from their own lives that being creative might help maintain mental health and emotional wellbeing.

Right now, we are on the lookout for people who share our belief in the power of the arts to make people feel good, who enjoy fun and who appreciate difference. If you think you can see yourself delivering both the feel-good factor and sensible governance as a member of our board, then check out the role below.



Trustees are volunteers who lead charities and contribute significantly to how they are run. You may have heard them called board members or the board. Being a trustee is a great way of contributing to a cause you care about and for you to develop new skills at the same time.

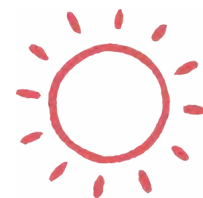


At **hoot**, we expect our trustees to recognise just how important a creative life is, and that mental health, social justice, equity and diversity are vital to support health for individuals and communities. We believe in the power of the arts to make people feel good.

If you think it is more important than ever to help people to look after their mental health and wellbeing, then please consider joining our team. We will be delighted to meet you and show you around. We look forward to hearing from you soon!

Peter Lyster

Chair



Why is hoot here?



our manifesto

Creative Expression, making a mark and being seen and heard is fundamental to being human. We believe that we all have a creative and imaginative capacity that is of central importance to our mental and physical health, wellbeing and happiness. Our aim is to nurture and support people to recognise and exercise that capacity.

Our mission is to make the arts accessible to everyone as a means of improving health, enhancing wellbeing, and achieving personal and creative potential.

The challenges we face as a country around mental health and social care provision existed long before **hoot** was established, and are unlikely to abate anytime soon. We cannot help with specialist treatment waiting lists, ambulance response times, or the difficulty securing GP and dental appointments but we can provide some respite, resilience building and creative diversion for young people on mental health waiting lists, support carers looking after a loved one with dementia, or combat loneliness experienced by care home residents.



We are aware that within some cultures mental health problems can be less easily acknowledged and addressed and will strive to find ways to facilitate a discourse in a culturally competent and sensitive way.

Our recent successes include:



Securing £170,000 funding from the Henry Smith Foundation to develop our work in residential and community setting for adults with learning disabilities



Secured uplift in Arts Council England funding until 2028



Awarded Quality for Health + Wellbeing Level 2 for the next 2 years



£45,000 for research and evaluation of our prison based work in the North and South of England



Re-commissioned by Kirklees Council and ICB to deliver creative mental health service for residents of kirklees until 2029

Why become a trustee?

Supporting the work of **hoot** in this way is a direct and practical way for you to make a positive contribution to the local population here in Kirklees and to the national & international developments and innovation around Creative Health.

We recommend that you read [Charity Trustee: what's involved](#) to learn more about the 6 main duties of a charity trustee and to make sure that you are eligible.

By becoming a trustee you will also:



Give something back

Becoming a trustee is a fantastic way to give something back to a cause you care about. You'll be playing an integral part in the way the charity is run, ensuring it remains sustainable and financially viable. The help you provide will be invaluable.

Meet new people

Joining a new organisation or charity is a fantastic way to meet people from a range of different personal and professional backgrounds. The more diverse the group the better the outcomes for **hoot** in making informed plans and decisions.

Learn new things

Getting involved as a charity trustee is a great way to put your professional skills and lived experience to use but can also be a fantastic opportunity to learn new things.

You'll get great insight into what's involved in the management of a charity and gain skills on working well within a leadership role.



Boost your CV

Recent research shows that over 55s are most likely to become trustees, with just 0.5% of all charity trustees being between the ages of 18 and 24. Young people are being encouraged to get involved as trustees due to the fantastic opportunity it provides for professional development; from learning how organisations run to planning finances and attending meetings, this experience can be the perfect way to boost a CV and set you apart from the crowd.

Who are we looking for?

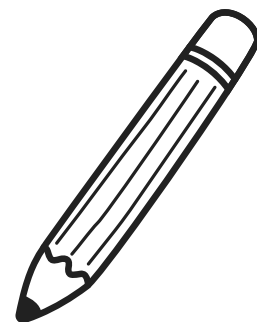


Being an active member at **hoot** means you want to be part of a team, seek good conversations, can act as an ambassador, and understand it's not only about attending board meetings.

"hoot is important to me, it's good for my well being. I have been at the bottom of the barrel until now. hoot helps my mental health."

As well as hard skills, we recognise the value that life experience brings to an effective board of trustees. We also recognise that the current board of trustees is not representative of the diverse population of Kirklees. With that in mind we are seeking applications from people who have some of the following skills, attributes and interests (in no particular order) but don't feel limited by this list.

- Interest in arts, mental health and/ or social care
- Work in education or learning
- Identify as LGBTQIA+ or belong to other protected groups under equality legislation
- Knowledge of Learning Disabilities
- From a Black or Minority Ethnic group
- Knowledge of NHS/Social Care
- Are a councillor or public representative
- Worked in Marketing, Public Relations or Audience Development
- Understand the importance of good governance
- Understand vision and strategy
- Excited by delivering activities on digital platforms
- Lived experience of mental health
- Knowledge or experience of children and young people's mental health services



How to apply



Pre-application

If you are interested and would find an informal conversation about becoming a Trustee useful, please contact us at info@hootcreativearts.co.uk and we shall make sure the most appropriate member of the board responds.

Submitting an expression of interest

We will run a rolling recruitment until our desired capacity is reached and we will follow up with applicants during this time frame.

In your expression of interest please outline:

- Your name, contact details and confirmation that you have the capacity to commit to becoming a trustee.
- Why you want to become a trustee
- What experience you may bring to the board of trustees
- Please also complete and send our anonymous Equal Opportunities form [[download here](#)] This is detached from your expression of interest and is used for our monitoring purposes only.

Please ensure your expression of interest is no more than 2 pages of A4 12 point text or equivalent in other formats such as voice recording, video or another format that might better suit your access needs.

For voice or videos, please make sure this is no longer than five minutes long and sent in an easily downloadable format - MP3 or MP4. Shortlisting is an anonymised process to mitigate against unconscious bias so please do not say your name during your recording.

Please send your expression of interest to info@hootcreativearts.co.uk with the subject "hoot trustees recruitment"

If you need any support please let us know and we will do what we can to assist you.

Meeting

If your expression of interest is shortlisted, we will follow up with you to arrange a meeting with a member of the board where we will ask questions about your expression of interest and be able to respond to any questions you may have for us.

Observing

After the meeting, should we all wish to progress, we will invite you to an upcoming board meeting as an observer. Upcoming meetings will be in September 2024, December 2024, February 2025 and June 2025.

Following your attendance at one of these meetings, we will follow up with you to let you know whether the board and you would like to confirm your position as a trustee. This will be formalised at the next board meeting.



We look forward to hearing from you.

Trustees role description



About the organisation

hoot creative arts develops and delivers wide ranging creative art activities to all ages to support recovery from and prevention of mental health problems. It is incorporated in a familiar way both as a charity and as a company limited by guarantee. In taking up a role as Charity Trustee you will also become a Director of the company with personal liability limited to a maximum of £1 should the company cease trading.

Role title

Treasurer - Board of Trustees

Location

hoot's offices are in Huddersfield, but we will also run meetings as hybrid so membership is not limited by your own location.

Terms of appointment

Trustees are normally appointed for a minimum of 3 years, and may be reappointed to serve up to 6 years.

All Trustees must declare any conflicts of interest where those interests impact a Trustee's duty to act solely in the interests of the Charity and conform to the Code of Conduct.

Remuneration

Membership on the Board of **hoot** is voluntary; Trustees are not paid a salary, fee or any other remuneration or benefit by the Charity, except for reasonable out-of-pocket expenses.

Time Commitment

The time commitment for new board members is approximately 4-5 days consisting of attendance at 4 meetings per year, approximately every 3 months. We will also develop a minimum of 2 permanent sub-committees ('Finance & Operations' and 'Development') with which as treasurer you would be involved. We may on occasion set up time limited, focussed task & finish groups to deliver specific.

Purpose of the role

The role of a trustee is to ensure that **hoot creative arts** fulfils its duty to its beneficiaries and delivers on its vision, mission and values. The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Chair of Trustees & Trustees will work closely with one another and also the Senior Management Team at **hoot** consisting of CEO, Finance and new posts to be recruited over coming year. You will also have dealings with Arts Council England and Council representatives who are at particular times in the business cycle invited to attend board meetings in an observer capacity.



Specific duties as Treasurer:

- Ensure proper systems are in place for budgeting, financial control and reporting.
- Oversee and monitor procedures to reduce the risk of fraud.
- Keep all trustees properly informed about the state of the organisation's finances.
- Ensure financial reports to the trustees are comprehensible and properly discussed.
- Ensure accounts and other financial reports are produced in the proper form and on time as required by other bodies (such as the Charity Commission).
- Oversee the appointment and communications with auditors or independent examiners, according to legal requirements.
- Monitors the overarching strategic management of the organisation's financial resources, and reports to the CEO and the board.
- Oversee the charity's financial risk-management process and reports financial health to the board at regular intervals.
- Acts as a counter signatory for online banking and applications to funders

The statutory duties of all trustees include:

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel. Ensuring that the organisation complies with its governing document (pursuing the objects as defined in it), charity law, company law and any other relevant legislation or regulations.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (participants, commissioners, regular funders, healthcare professionals, staff and associated personnel) are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation applies its resources wisely and exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets including those of key stakeholders eg. Arts Council of England.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.

- Uphold the good name and values of the organisation & represent and promote **hoot**'s interests in the broader community, external networks and where agreed, developing influential partnerships.
- Ensure the financial stability of the organisation & to actively contribute to the development of a fundraising plan and the delivery of fundraising activities.
- Protect and manage the property of the organisation and ensure the proper management of its funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the CEO.
- Hold the chief executive to account for the management and administration of the charity.
- Ensure that appropriate training, policies and procedures for safeguarding are in place and supported by regular review and staff training.
- Liaise closely with Safeguarding Lead at **hoot** (the CEO) when necessary.
- To keep a check on recruitment and staff selection is in line with our goals arising from IDEA (Inclusion Diversity & Equity in the Arts)
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees in line with **hoot**'s Employee Handbook.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of the population as a whole.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

The list of duties is indicative only and not exhaustive. The trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.