



Cambridge Community Arts – Trustee with Finance / Fundraising Expertise

Cambridge Community Arts is looking for Trustees to join their Board with professional skills in **finance** and or **fundraising**. We are looking for the following expertise:

1. Understanding of financial administration in the charity sector.
2. Understanding of the management of charity resources, including internal financial controls, charity reserves and restricted funding.
3. Understanding of funding opportunities for socially engaged arts, placemaking and arts in health.
4. Strategic thinking for future income to support the charity's work.

Our charitable objective is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, particularly but not exclusively through the provision of arts-based activities.

CCA's vision is of healthier communities empowered by their own creativity. Our mission is to support adults to overcome health barriers to social inclusion through creative participation and learning. Since 2014 we have provided over 200 creative arts courses to 1750 people. Evidence shows that our work increases mental wellbeing, improves confidence, and reduces social isolation and loneliness. Through our Next Steps programme, we also support people towards employment.

To find out more, please email our Chair chair@camcommarts.org.uk. We will ask you for a brief paragraph (500 words maximum) outlining the skills and knowledge you can bring to the CCA Board and your reasons for wishing to join the Board.

About the CCA Board

CCA's Core Values are central to all we do. CCA is: Welcoming, Empathetic, Inclusive, Respectful and Empowering.

CCA's Board of Trustees govern the Charity and provide the CEO and other team members with advice, expertise, and long-term strategic planning.

Currently the Board is made up of Trustees with the following areas of expertise: Marketing & Public Relations, Human Resources, Law, Fundraising, Business, IT, Arts, Finance, and those with Lived Experience of barriers to social inclusion. The Board consists of 8-10 individuals. The Board is committed to diversity and inclusion and welcomes applications from minority groups.



What is the commitment?

CCA Trustees are appointed for a period of 2 years with the potential to renew for a further 2 years. As a trustee you are required to

- Attend Board meetings (4 per year). These are usually held on a Wednesday 4.30-6.30pm and will be at our offices in Arbury Court or online. You will need a laptop and stable internet connection to participate in online meetings.
- Attend the Finance Subcommittee – in time we may ask the Finance Trustee to chair the Finance Subcommittee meetings. They are usually monthly and online.
- Attend the Annual Strategy Day. This is a full day session where we take the time to think about longer term plans for the charity. In previous years we have had visits to Kettles Yard and Wickham Fen followed by a strategic planning session.
- Be available for consultation by telephone/email around twice a month. This will be to provide support to CCA staff who may be dealing with a problem or issue that lies within your field of expertise.
- Attend at least one CCA learner event per year. This could be an end of course performance or exhibition, graduation day or fundraising event.

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

Frequently Asked Questions

Do I need to live in Cambridge?

No, but you need to be prepared to travel to Cambridge as required for meetings and events.

Am I legally responsible for the charity?

Yes.

Your legal duty

It's vital that you

Act in your charity's best interests

Deal with conflicts of interest

Manage your charity's resources responsibly

Implement appropriate financial controls
Manage risks

Act with reasonable care and skill

Take appropriate advice when you need to, for example when buying or selling land, or investing (in some cases this is a legal requirement)



Trustees who act in breach of their legal duties can be held responsible for consequences that flow from such a breach and for any loss the charity incurs as a result. When the Commission looks into cases of potential breach of trust or duty or other misconduct or mismanagement, it may take account of evidence that trustees have exposed the charity, its assets or its beneficiaries to harm or undue risk by not following good practice.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Will I get paid?

No, being a Trustee is a type of volunteering. You will be able to claim travel expenses if you must travel to a meeting or do additional travel in your role as a Trustee. There are some exceptional circumstances when Trustees can receive a payment but these need to be approved by the Charities Commission.

I have a past criminal record, can I be a Trustee?

Yes, CCA is a social inclusion charity and believes that everyone should equally have opportunities to be involved regardless of their history. However, the Charities Commission disqualify the following people from becoming Trustees

- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being bankrupt or having an individual voluntary arrangement (IVA)
- being on the sex offenders' register

A disqualified person can, in most circumstances, apply to the Charity Commission to waive their disqualification at any time. The right to apply for a waiver is an important acknowledgement that there are circumstances in which waiving a person's disqualification will be in the best interests of a charity or charities, by allowing them to recruit and retain a well-qualified person who may otherwise be unavailable to them. All Trustees on the Board need to support the waiver which must be agreed before an appointment is made.

Spent / Unspent Convictions – further information

If you're still in your rehabilitation period following a criminal conviction, your conviction is unspent. If you were found guilty of a criminal offence by a court, following the specified time-period, your conviction will be considered "spent". The specified time is the rehabilitation period. Informed warnings and cautions are automatically spent. Certain convictions will always remain unspent.

<https://www.gov.uk/guidance/rehabilitation-periods>



I haven't ever done a CCA course. Can I still apply?

Yes – you don't need to have experience with CCA directly before but you'll need to be interested in the role of Arts & Creativity to improve mental health.

I have had a challenging year with my health, but would still like to apply, is that OK?

We understand that health challenges might impact on your availability to undertake the role. If you think you can make the commitment required, please apply. We will understand if your health means you are sometimes unavailable. If your health is poor and you feel unable to commit at this time it may be best to wait until you are well and feel resilient.

Can I get involved in the workshops?

No, the role of the Trustee is to support the organisation, not the services that the charity delivers. You would be welcome to visit, where it is appropriate, and possibly help as a volunteer at events but not get involved in delivery of the creative arts workshops unless there is a specific skill that is required that you can offer on a voluntary basis.

As a Trustee will I be able to do CCA courses?

Yes, however, if your involvement with a course creates a conflict of interest in decision making at Board level, you will need to declare this and may be asked to absolve your voting rights in that instance as decided by the Chair.

What sort of work will I be doing?

Before each Board meeting you will be sent an agenda which outlines the business to be discussed at the meeting. You will also receive documents giving you background information needed to help you make any decisions or comments at the meeting. You are expected to read and understand the papers and be prepared to have and share your opinions at the meeting. The Chair of the meeting will make sure that everyone present has an opportunity to speak and if a decision needs to be made will ask everyone to vote.

At meetings, guided by the Chief Executive Officer (CEO), the Board agree the direction that the charity is going to focus on for the next three years (strategic objectives) and each year consider a budget and plan that shows how this will be done. You may be asked to approve a change to the plan and budget for example if an opportunity arises or some funding is cut.

CCA has a list of policies showing how it their legal obligations in various areas e.g., Data, Safeguarding, Confidentiality, Health & Safety, Equal Opportunities etc. They are reviewed by the board every 3 years or when there is a change in the law, to ensure the charity meets its legal obligations.



What opportunities are there for me to get more involved?

As a Finance trustee, you'll join the Finance Sub-committee.

There are three sub-committees: Finance, Fundraising and People. These are groups of 2-3 Trustees and CCA staff who meet (online) to look in more detail at budgets, financial reports and all matters relating to staffing. All Board members are welcome to join any subcommittee or attend meetings if there is something of particular interest to them. Generally, subcommittees meet quarterly before a main Board meeting but also if there is a particular issue that needs sorting out.

Fundraising is a role of all the trustees. You will be asked to get involved with fundraising activities and events and also to act as an ambassador, telling others about the good work of the charity.

What if I can only attend virtually?

The Board have decided that it is important to meet in person at least twice a year. This helps everyone to get to know each other and work as a team.

Recruitment Schedule

There is no deadline however the Board of Trustees have the right to fast track the process for the right candidate.