Trustee Pack **The Misfits Theatre Company UK**

Role: Trustee

Contract type: Voluntary - 3-year term

Reports to: Chair of the Board

Rate of Pay: n/a

Commitment: Quarterly Meetings 2hrs each plus attendance at occasional events and meetings.

Location: The company's offices at St Paul's Learning Centre, Bristol

Starting: Rolling

About Us

We are the Misfits, a unique Bristol-based theatre and social group, led by our members, People with Learning Disabilities (PWLD). We evolved from a drama group at a local day centre formed in 2000 to an established Charitable Incorporated Organisation (CIO) in 2016. Our mission is to improve the life opportunities and aspirations of PWLD, to challenge their discrimination in society, and to prevent them from becoming socially excluded.

Based at St Paul's Learning Centre since November 2023 (previously at Hamilton House 2010–2023), we currently have 50 individual members (PWLD), who elect Trustees each year at our Annual General Meeting (AGM). We also have 3 part-time staff, 3 part-time co-workers (PWLD) and 5 freelancers.

We have a Steering Group made up of 8 members, 2 Trustees (1 PWLD) and 2 Staff. They have met quarterly, since 2015, to oversee the planning

and running of our creative sessions and collate feedback and evaluation from activities and performances. This ensures consistent monitoring of outcomes and a direct voice from our members at Trustee meetings, giving our organisation real direction.





What we do

We develop and deliver activities to help PWLDs enhance their creative practice, allowing them to share their stories and make an impact. We host four affordable weekly workshops with experienced freelance artists that focus on expression through drama, poetry, movement, and wellbeing. Our members create, perform, and devise original work based on their experiences and interests. The resulting content and performances are heartfelt, funny, and moving. Our creative exhibitions and performances have been featured all over Bristol, breaking down barriers for PWLD and increasing visibility in the mainstream art world. Our work has been showcased across Bristol venues, including The Wardrobe Theatre, Bristol Old Vic, Bristol Beacon, Central Library, Arnolfini, M-shed, Bristol Museum, Harbour Festival and featured on BBC Radio 4, Radio Bristol, and Bristol BBC news.

Our performing group has been providing unique and creative training and performances for the NHS, Bristol universities, and the Council since 2005. We deliver commissioned face-to-face training to 2,500 medical students and professionals a year in the Bristol area, addressing challenging issues, like relationships and inclusion in the workplace, by describing how PWLDs want to be treated by the services they use and the professionals they meet. Our outstanding record and reputation are demonstrated by the awards we have received, like the UK Museum & Heritage Award for Education (2012), and the National Lottery Good Causes Award for the Nation's Favourite Arts Project (2013). We received an honorific mention at the Arts & Health Southwest Awards 2015 for our

short film ‘Confidential Inquiry into Premature Deaths of PWLD’, which is used by the Royal College of Nursing, Royal College of Paediatrics, and the NHS ‘Patient Stories Week of Action’.

Misfits is also widely known for running Bristol’s only monthly club night for PWLD since 2004 – The **Rhythm of the Night** (ROTN). With an average of 100 PWLD, plus friends, each event held at The Trinity Centre offers a safe space where PWLD can dance, socialise, and have fun.

Trustee Role Description

The Board of Trustees sets our goals and policies, ensures that we observe good practices, and supports our staff and members.

The duties and responsibilities of trusteeship are described in more detail in the Charity Commission’s booklet The Essential Trustee.

The current Board comprises five members, each with specialist expertise relevant to Misfits, who oversee the charity and provide strategic advice to guide the development of our work.





Vacancies

We are at an exciting stage of the charity's development, and we are looking to appoint new Trustees with diverse backgrounds to join our Board for a minimum of three years, to help ensure the charity continues to have maximum impact as well as oversee the fantastic work being undertaken by our dedicated paid staff, members, and supporters.

In particular, we seek applicants with experience in the following areas, especially if in the context of charities/non-profit organisations:

- Theatre/Participatory Arts
- Human resources and/or employment law
- Public relations and/or communications
- Accountancy and/or financial risk management

We are always interested in increasing the diversity of our Board, so we are particularly keen to recruit individuals from all areas of the community. Experience co-working with PWLD and/or of working with small-to-medium sized charities and/or arts organisations, and good contacts in the Bristol area would all be helpful.

We are an Equal Opportunities Employer and apply the same standards to recruiting Trustees. You do not need prior Board experience to become a Trustee, and we welcome applications from younger and Global Majority or BAME candidates.

The roles are voluntary and unpaid, and you will be required to become a Member of Misfits, sign a Declaration of Eligibility, and undergo a DBS Check. You will be reimbursed for expenses incurred in your role such as travel to attend meetings or events on behalf of Misfits.

The commitment includes preparing for and attending at least four trustees' meetings a year and participating in sub-committees where appropriate.

What We Expect from You

You will oversee the charity's responsibilities to report to the Charity Commission, Companies House, and HMRC, and will also share a broader responsibility for Good Governance with the rest of the Board, including:

- Overseeing our long-term strategy
- Ensuring legal compliance with rules and regulations
- Managing financial risk, by reviewing the budget and financial practices
- Managing reputational risk, by overseeing the Charity's strategy and activities
- Managing risk to Members and Staff, by ensuring the presence and practice of appropriate internal governance mechanisms.

With this in mind, we expect from you:

- Commitment and enthusiasm to promote our work and help PWLD

- Integrity – all Trustees, Staff, and volunteers are DBS checked
- The ability to think strategically
- The ability to motivate and work with people from different backgrounds
- An understanding that we are a small charity with limited resources and that Trustees may need to help with many different tasks.
- Be available for at least four Board meetings during your tenure.

What You Can Expect from Us

- A warm welcome!
- An induction process, including the chance to meet our staff, and members and attend some of our regular activities.
- A 'buddy' trustee to support you for the first four months
- A review meeting with the Chair after you have attended three Board meetings
- The opportunity to make a real difference in the lives of people with learning disabilities. Your skills and commitment will serve to enrich the capability of the Board and move Misfits forward toward the achievement of its vision.
- Access to training and development opportunities (subject to available funding)

Meetings and time commitment

Trustees are officially appointed at our AGM in January and serve three-year terms, with the opportunity for re-election at the AGM.

The Board currently meets quarterly at St Pauls Learning Centre, 94 Grosvenor Road, St Paul's, Bristol BS2 8XJ. Meetings begin at 4.00 PM and usually last two hours.

In addition to attending Board meetings, you need to allow time for preparation and follow-up from meetings, as well as specific activities for which you could be responsible. Each month is different, but an average commitment of 4 hours per month is required.

Although not a paid role, reasonable out-of-pocket expenses will be reimbursed. Alternative arrangements for face-to-face meetings can be accommodated.

How to Apply

Please send your CV and Cover Letter to: info@misfitstheatre.com

Your Cover Letter must be no longer than two sides of A4, explaining

- how you believe your skills and experience match the requirements of the role
- why are you interested in joining our Board?

The deadline to apply is Monday 01 July 2024 9AM

If you would like to talk to someone about the role, before applying, please email:

Karina Castro, Chair of Trustees: info@misfitstheatre.com



