



Magic Me Treasurer Recruitment Information Pack 2022



1. WELCOME, FROM OUR CHAIR

From David Russell, current Chair of Trustees

“Hello and thank you for your interest in joining the board at Magic Me.

Being Chair of Trustees for this remarkable charity is a great privilege and one of the best experiences of my career to date. I hope you might be one of the people able to support Magic Me through the next stage in its journey.

As you’ll see in the pack below, we’re looking to build the board with a variety of skills and backgrounds. Most importantly we’re looking for people with real enthusiasm for our work and the communities we support, and the time to support our work at a governance level. You don’t need to have been a trustee before, but you do need to be ready to learn what your responsibilities are as a trustee and act on behalf of the charity accordingly.

Every time I visit a Magic Me project, or simply get to the end of a board meeting, I feel such a thrill that I get to play a part in this wonderful work. As a trustee you’ll be joining and meeting an amazing group of people – board, staff, artists and all those who participate in our activities. I hope this pack gives you the detail and insight you need, and inspires you to get in touch with an application.”

This pack contains information about our charity and mission, and further details on the experience and skills we are looking for in new trustees. We want our Board to better reflect the communities we serve, in order to broaden our thinking, bring richness to our decision making and ultimately enhance the lives of the communities we serve. We therefore particularly welcome applications from people from groups not currently reflected on our Board:

- Black and Asian People and people from racially minoritised backgrounds
- People under 30 or over 50 - younger or older than current Trustees
- People with lived experience of living, studying or working in east London.

2. ABOUT MAGIC ME

Magic Me is a leading provider of intergenerational arts programmes and expertise in the UK. Since our founding in 1989, we have been pioneers in this field, and we continue to utilise the dynamic power of the arts to inspire meaningful connections between generations. Our award-winning programme brings together younger and older people for mutual learning, enjoyment and benefit. Participants in our projects are often diverse in culture and faith as well as age group. Our story for the past 30+ years has been one of constant innovation and evolution in the field of intergenerational practice.

Our charitable objectives are: *To promote, maintain, improve and advance the education of children and adults towards a better understanding of ageing and the needs of elderly people, and methods by which those needs may best be met.*

Magic Me works in partnership with other organisations such as schools, care homes, community and cultural centres, and other arts companies, to deliver a variety of unique and compelling art projects. Our team of highly skilled and experienced freelance artists are integral to the formation and delivery of our projects. They design activities to stimulate conversation, collaboration and connection across age groups, ethnicity and life experience.

To find out about our current and past projects please read more [here](#).

Our Team: Magic Me is a registered charity, and we are governed by an enthused and dedicated Board, who set the strategic direction for the organisation. The board, currently composed of 11 trustees, is supported by a core team of staff alongside a pool of freelance artists, who deliver our programme of work and carry out operations. Our treasurer, Max Glazer-Munck, will be stepping down this summer and we are now recruiting for his successor. We are particularly keen to increase the diversity of our Board to better reflect the communities we serve.

You can find out more about our current [staff team](#) and [trustees](#) on our website www.magicme.co.uk.

3. BECOMING A TRUSTEE

Why join Magic Me now?

This is both an exciting and challenging time to join our organisation - a time of change and re-evaluation. Since January 2022 the Board and staff have led the development of a new 4 Year Strategic Plan for Magic Me, in consultation with our artists, participants, partners and many stakeholders. The Plan builds on our expertise of intergenerational practice over 30+ years, and our learning from the past two.

Throughout the pandemic, we have continued to deliver activities, aiming to combat social isolation and keep serving our regular participants. We have trialled and consolidated new creative and remote approaches to intergenerational arts programming with schools, individuals and care homes. Our [At Home Together](#) and [Inside Out](#) projects are great examples of this work. In January 2021 we moved to a new office within our home borough of Tower Hamlets, and continue to nurture ongoing relationships and activities within this base and across east London, whilst expanding our remit into Essex to serve growing demand.

Inspired by the momentum generated by the Black Lives Matter Movement to expose and challenge existing cultures and structural inequalities, in 2020 we focused on learning, uncovering and challenging our own organisational biases and obstacles. In 2021 we worked with a consultant to create an Anti-Racism Action Plan. We are keen to ensure that an anti-racist stance is embedded and reflected across all of our practices and policies throughout our organisation, to positively impact the people we employ and work with, and the communities we serve. Read more on our approach and progress in our statement [here](#).

Times are tough for the charity sector and Magic Me has had to work even harder than usual to maintain our [financial position](#) this past year. We are however pleased to report that we anticipate a small surplus on a budget of £440,000 for the year just ended March 2022. We are grateful to our many regular funders and supporters, large and small, who have made this possible. A major Cultural Recovery Fund grant from DCMS via Arts Council England, supported us to develop new ways of working in the current ever changing

pandemic context. It also enabled us to specifically increase our reserves. This grant was recognition of our legacy, value and contribution to the arts and cultural community at large, and our significant achievements to date, despite being a relatively small arts charity.

Who are we looking for?

We are looking for a **new Treasurer** to work with us into the next phase of our development. The Treasurer has specific responsibilities but is also a Trustee of Magic Me. All bookkeeping and day-to-day financial management is done by our staff, who work with our accountants Godfrey Wilson to produce quarterly Management Accounts.

What is it like to be a trustee of Magic Me?

From Afsana Begum, Trustee

“Being a Magic Me trustee has been a wonderful learning curve for me, as I have developed a better understanding about my role and the fantastic work the organisation does across many sectors. Working as I do in education and the arts, I feel honoured to be part of such a brilliant board that brings together different perspectives from various fields in one room. I feel valued as a local community advocate for people within Tower Hamlets, as part of a group that recognise, celebrate and further support the work by and for our artists and community participants. Especially through the COVID pandemic, Magic Me has kept a sense of how we can adapt to new challenges, continuing to address needs and provide access to the arts for all our beneficiaries.”

Magic Me is signed up to the Code of Governance for Small Charities. Trustees of Magic Me are responsible for setting the strategic direction of the organisation, working to ensure Magic Me is best placed to enhance the lives of the communities we serve, within this governance framework. Our trustees act as ambassadors of our charity, actively promoting our work and spotting opportunities to advance the mission of Magic Me.

Being a trustee of our charity is a great way to use your skills, experience and background at a strategic level, to better the lives of others through the power of intergenerational arts. You can learn new skills, meet new people, support

and attend our activities and events, and ultimately experience a rewarding way to make a difference.

- **Time Commitment** – Trustees should expect to contribute around half a day a month to fulfil the role effectively.
- **Board Meetings** - Our trustees meet formally four times a year, normally on a weekday evening for approximately 1.5 hours. Time is also needed to read and feedback on documents, policies and papers in preparation for meetings and as relevant.
- **Sub-Committee Meetings** - Additionally, each trustee is expected to serve on one or more of our sub-committees, with meetings in weeks leading up to the formal quarterly Board. Magic Me currently has three sub-committees on which trustees can serve:
 - Finance, Audit, and Risk
 - Fundraising Committee
 - HR.
- **Induction** - all new trustees will receive an induction from a fellow trustee, who will be on hand to answer any questions and provide guidance as needed.
- **Location** - Trustee meetings are currently held virtually due to Covid restrictions. This will revert to a mixture of in-person and online meetings (allowing for remote access where possible) at Magic Me's office in Bethnal Green.
- **Election of Trustees** - Trustees are elected at Magic Me's Annual General Meeting (AGM) usually held in October, by the members of Magic Me. Current trustees may also co-opt new trustees during the year between AGMs.
- **Voluntary position** - Trustee positions are voluntary. Reasonable claims for travel, childcare or other expenses allowing for your involvement will be reimbursed.

- **Pre-appointment checks** - Before being confirmed in post, all candidates will be required to undertake eligibility checks, to include:
 - Details of two referees;
 - An Enhanced Disclosure and Barring Service check, to ensure trustees have no criminal record (including cautions and spent convictions) which makes them unsuitable for their role, within a charity working with children and vulnerable adults.

To find out more about what it means to become a trustee, please read [here](#).

4. APPLICATION PROCESS

Recruitment Timeline

13th June 9am	Deadline for applications
Week beginning 4th July	Interviews (to be held in person)
21st July evening	Observe a Board Meeting - The successful candidate will be asked to attend a Board meeting in July as an observer.
October	Appointment - Successful candidate formally stands as Board Member at the Annual General Meeting

How do I apply to become a trustee?

When submitting your application, please make reference to the Treasurer Role Description. You should also read through the Trustee Role Description (Appendix B) as you will also be required to be an active trustee member outside of the Treasurer role. Both of these role descriptions can be found at the end of this document.

Please send a short CV with a covering letter (maximum 1 side of A4) outlining your interest in joining our Board with reference to the trustee role description and person specification below. Applications should be emailed to recruitment@magicme.co.uk with the header “*Treasurer Trustee Application*”.

If you have any questions about the roles, need any assistance or would like to arrange an informal call to discuss the role please contact our Director Susan Langford on susanlangford@magicme.co.uk.

Treasurer Trustee Role Description

Treasurer Trustee Board Member - Role Description	
<p>Aim: With trustee board colleagues, to govern Magic Me to enable the charity to be the best that it can be, steadfastly focused on achieving its vision, mission and purpose, so as to transform the lives of the beneficiaries whom we serve.</p>	
<p>Treasurer Person Specification</p>	<ul style="list-style-type: none"> ● Qualified accountant with commercial awareness and knowledge ● Ideally have familiarity with the Charity SORP (legal framework for charity accounting) ● 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 the legal duties, responsibilities and liabilities of trusteeship ● Ability to work effectively as a member of a team
<p>Treasurer Responsibilities</p>	<ul style="list-style-type: none"> ● Overseeing, approving and presenting budgets, accounts and financial statements and presentation to the board. Highlighting any concerns/issues. ● Being assured that the financial resources of the organisation meet its present and future needs ● Ensuring that appropriate accounting procedures and controls are in place and advising on improvements to existing process ● Ensuring that the charity has an appropriate reserves policy ● Acts as the second signatory on payments and applications to funders where required ● Liaising with the paid staff about financial matters ● Advising on the financial implications of the organisation's strategic plans and contributing to fundraising strategy ● Ensuring the organisation's compliance with legislation ● Ensuring equipment and assets are adequately maintained and insured

	<ul style="list-style-type: none"> ● Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and the registrar of companies (note these are prepared by the external auditor) ● Liaison if required with the external auditor on any year end adjustments ● Keeping the board informed about its financial duties and responsibilities
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Trustee Role Description

<p>Trustee Board Member - Role Description</p> <p>Aim: With trustee board colleagues, to govern Magic Me to enable the charity to be the best that it can be, steadfastly focused on achieving its vision, mission and purpose, so as to transform the lives of the beneficiaries whom we serve.</p>	
Leadership	<ul style="list-style-type: none"> ● Supporting the Chair to lead the organisation in partnership with the Director (Chief Executive).
Clarity of purpose	<ul style="list-style-type: none"> ● Ensuring that the organisation operates for public benefit and in the pursuit of its charitable objects. ● Ensuring that the organisation functions within legal and accounting requirements, and in keeping with its constitution. ● Determining overall policy, defining and upholding the values, and setting strategic direction aligned with the charity's mission and purpose. ● Monitoring overall organisational performance against agreed objectives and targets.
Cohesive Board	<ul style="list-style-type: none"> ● Working creatively, collaboratively, respectfully and effectively as a united board team, building trust and holding each other to account.

Relationships & probity	<ul style="list-style-type: none"> ● Serving as an ambassador for Magic Me, championing the charity at public events, and promoting Magic Me to funders and external stakeholders. ● Safeguarding the brand and values of Magic Me. At all times acting only in the best interests of the charity, conducting ourselves with utmost integrity and behaving in a truly open and accountable manner.
Considered decision-making	<ul style="list-style-type: none"> ● Ensuring prudent stewardship of Magic Me’s assets so that the organisation functions most efficiently and effectively in support of its objects. ● Agreeing the annual budget, approving the annual accounts, and deciding on the allocation of significant resources. ● Appointing the Director, defining the delegated authority of the role, agreeing performance targets and appraising the post-holder.
Trustee Board Member - Person Specification, Personal Qualities and Behaviours	
Motivation and style	<ul style="list-style-type: none"> ● Altruistic ● Friendly and supportive, with a sense of humour ● Shows humility and kindness
Capacity to lead	<ul style="list-style-type: none"> ● Committed to Magic Me, its mission, values, board, staff and beneficiaries. ● Devotes enough time and care to the organisation. ● Clear about the role and governance task. ● Committed to working strategically and focusing on the ‘big picture’. ● Able to discuss contentious matters, and challenge appropriately and supportively. ● Capable of collaborating, influencing, and appreciating success.

<p>Personal attributes</p>	<ul style="list-style-type: none"> ● Confident ● Open ● Thoughtful and able to analyse information. ● Reflective, self-aware, seeking feedback and striving to develop. ● Willing to seek advice and support where needed. ● Good listener ● Organised, focused and able to prioritise.
<p>Ability to relate</p>	<ul style="list-style-type: none"> ● Calm ● Flexible ● At ease with people of all types ● Impartial, open-minded, fair and a champion of diversity.
<p>Ability to advance the organisation externally</p>	<ul style="list-style-type: none"> ● Willing to make and use connections to advance the organisation.

The Trustee person specification was adapted from Lesirge & Oakley, The Association of Chairs (2014), based on research by Harrison and Murray (2012).