



Management Committee

Recruitment Pack
2021

Introduction

- Cloth Cat is a music charity based in Leeds
- It delivers projects and courses in all aspects of the music industry
- It uses music to improve mental health and wellbeing

Incorporated in 1999, Cloth Cat is a grassroots music charity based in Leeds which harnesses the power of music to create community, build potential and transform people's mental health and wellbeing.

We do this by delivering a range of courses in music making and other aspects of the music industry. We run projects that deliver targeted interventions with specific groups, and events to showcase the talents and successes of people who have come through Cloth Cat, and other local people.

We have operated in many sectors of Leeds, supporting so many people from a vast range of backgrounds and have established a strong, positive reputation within our city, even winning awards for our work.

We are a forward thinking, progressive and inspirational organisation, integral to the Leeds community and music scene. We are friendly and approachable, visible within the communities in which we work, and working hard to incorporate our beneficiaries into the fabric of Cloth Cat.

Our Strategic Plan 2021-2024 lays out Cloth Cat's vision for the next three years, and imperative to its success is a robust and enthusiastic Management Committee to drive it forward and achieve our objectives.



The Committee

- The Management Committee are volunteers who support Cloth Cat in specific ways
- They provide strategic direction and help to decide what Cloth Cat does as an organisation
- They make sure Cloth Cat follows the rules of its governing document

We are looking for people from a wide range of backgrounds to form a diverse committee who will, collectively, have the requisite skills, knowledge and experience to support our future growth and development.

In addition to the general role of Management Committee member, there are the honorary positions of Chair, Treasurer and Secretary. The role descriptions included in this recruitment pack explain more about each position.

Management Committee members will meet four times per year (currently early evening on Tuesdays but this is negotiable by the members), attend the Annual General Meeting and occasional other meetings / sub-committees as required.

In addition to attending meetings, we would expect a commitment of 2-4 hours per month to contribute to ongoing pieces of work, allocated according to the member's area of expertise or personal / learning interest.

Joining the Management Committee is a great way of supporting Cloth Cat and of demonstrating your passion for music, and the benefits it can bring to people's lives. It's also an opportunity to learn about many aspects of business management and organisational development. For those who already have that knowledge and experience, it's an opportunity to give back to the community and put those skills to good use!

Cloth Cat is committed to supporting the development of its Management Committee, and access to training and development opportunities are available.

The role is voluntary (unpaid) but reasonable expenses (e.g. travel costs) can be reimbursed.



Management Committee Member (Voluntary) - Role Description

The Management Committee has ultimate legal and financial responsibility for all the activities of Cloth Cat. Members maintain an overview of policy and strategic direction, rather than being involved in day-to-day operations.

Members of the Management Committee appoint honorary officers to act as the Committee's Chairperson, Secretary and Treasurer.

Responsibilities

- To be committed to the vision, mission and values of Cloth Cat
- To provide strategic direction, including agreeing and monitoring strategic plans
- To keep informed of the activities of Cloth Cat and the wider issues that affect its work
- To ensure the work of Cloth Cat is effectively monitored and evaluated
- To ensure that Cloth Cat complies with its governing document (rules) and keeps within the law
- To monitor the financial position of Cloth Cat and ensure its finances are properly managed
- To ensure all activity and spending is appropriate, in that it meets the stated organisational aims and objectives
- To attend meetings of the Management Committee (approximately 4 per year) and AGM
- To attend additional meetings as required
- To appoint the Manager and assist in the appointments of other staff when needed
- To ensure that Cloth Cat has appropriate and robust policies and procedures in order to operate safely and effectively
- To ensure safe and lawful working practices, in accordance with Health and Safety legislation
- To support the staff team with a particular area of personal expertise (e.g. lived experience, finance, marketing, HR, networking)

Skills, knowledge and experience

The Management Committee is made up of people with different skills and experience. It is not necessary for one person to have all of these things, but collectively we are looking for members who have:

- Good communication skills
- Experience of working with different groups of people
- Ability to make tough decisions
- An understanding of company law and charity law
- An understanding of accounts and finance budgets
- Specific subject knowledge in areas of interest to Cloth Cat e.g. lived experience of mental health issues, the music industry or operating in the third sector, and being able to share that knowledge with other people

Committee members come from all sorts of backgrounds. We value diversity as everyone brings something different, and we can all learn from each other. It is important that the committee members:

- Can work effectively with each other, and the staff team
- Can keep things private and confidential
- Can help to make decisions - This means going to meetings, understanding information, asking questions, and taking part in discussions
- Can handle pressure and difficult situations



Time Commitment

Management Committee members meet four times per year (currently early evening on Tuesdays but this is negotiable by the members), attend the Annual General Meeting and occasional other meetings / sub-committees as required.

In addition to attending meetings, we would expect a commitment of 2-4 hours per month to contribute to ongoing pieces of work, allocated according to the member's area of expertise or personal / learning interest.

Who can join the Management Committee?

- Anyone who is a legal member of Cloth Cat and
- Is 18+ years old
- Has been elected by the membership at an AGM
- Has been co-opted by the Management Committee to serve until the next AGM

Who cannot join?

- Cloth Cat's employees
- Anyone who the law says is disqualified. You can be disqualified for things like being convicted of a crime involving dishonesty or deception; having been declared bankrupt; having been previously removed from being a charity trustee

How long is a term of office?

Committee Members stand for election / re-election annually at the AGM. Our rules do not set out a minimum or maximum term but in line with many other charitable organisations, we would hope for members to stay on the Committee for four years.

Support and training is available for committee members to succeed in their role.



The Management Committee select members to take the roles of Chair, Secretary and Treasurer.

Chair of the Committee (Voluntary) - Role Description

In addition to the general duties of the Management Committee, the main duties of the Chair are:

- Chairing Management Committee meetings and annual general meetings, in accordance with an agenda agreed with the Manager and Secretary
- Providing formal supervision (line management) to the Manager
- Ensuring that the agreed governance mechanisms for Cloth Cat are maintained
- Taking a casting (second) vote if the Committee are tied

Time commitment: approximately one half-day per month

Secretary (Voluntary) - Role Description

In addition to the general duties of the Management Committee, the Secretary supports the Chair in ensuring the smooth functioning of the Management Committee. The Secretary ensures meetings are run and recorded in accordance with Cloth Cat's rules, and that committee members receive meeting information in a timely manner.

The Secretary will:

- Prepare meeting agendas in consultation with the Chair and Manager
- Receive agenda items from staff / committee members
- Circulate the agenda and meeting papers for committee meetings
- Check that meetings are quorate
- Check that statutory obligations such as the filing of annual accounts are met
- Minute meetings

Time commitment: approximately one half-day every other month

Treasurer (Voluntary) - Role Description

In addition to the general duties of the Management Committee, the Treasurer supports the Management Committee to ensure Cloth Cat is meeting its responsibilities to manage its finances legally, effectively and in the organisation's best interests.

The Treasurer has general financial oversight of the organisation and will:

- Work with the Manager and (externally appointed) Accountant to produce budgets, forecasts, management accounts, annual accounts and financial statements
- Present financial statements to the Management Committee
- Advise on the organisation's fundraising strategy
- Advise on financial implications of strategic and operational plans
- Ensure that appropriate financial systems and controls are in place, and support the implementation of new systems as required
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation
- Present the annual accounts at the AGM

Time commitment: approximately one half-day per month



How to Apply

Please get in touch if you're interested in joining the Management Committee.

phone: 0113 244 2773

email: enquiries@clothcatleeds.org.uk

We'll arrange for you to have an informal chat with a member of the team, and you can also attend a meeting as a guest to find out more about the role.

You can join at any time during the year, before being formally elected at an AGM (this is called co-opting).

