

# Get Changed Theatre Company

A voice and a choice for adults with learning disabilities



Charity no. 1161319

January 2021

Dear Friend

Thank you for expressing an interest in becoming a volunteer trustee/committee member for Get Changed Theatre Company. For more than twenty years volunteers have been at the heart of the success of Get Changed – carrying out many different roles and responsibilities within the organisation. The current trustees are very committed to Get Changed and work effectively and efficiently as a team. The introduction of new trustees to broaden our skills base and inject new ideas is vital to sustainability and on-going health of the charity. Below you can find out what it is that our trustees do.

The primary responsibility of our trustees/committee members is long range strategic planning, fundraising and policy development. The trustees and management team meet for a 2 hours, 11 months each year with occasional sub groups meeting to advance individual pieces of work or specific tasks.

Our board focuses regularly on long range strategic planning. Annually we meet for a visioning day when we look at the bigger picture and how we move Get Changed forward as an organisation. Trustees work in close contact with our artistic directors regarding planning and creation of performances and events.

Funding and financial accountability is our management team's major responsibility and, whilst some funds are raised from participant fees, we do need to write both core and project funding applications. The trustee board are all active participants in our fundraising team and we do this mostly as a group exercise but occasionally we work independently on funding bids. While most of this work is behind the scenes, the trustees also involve themselves in Get Changed events and performances, particularly in the run up to a production.

Policy development is our third on-going priority. We are constantly updating and revising these in light of best practice. Our policies and procedures direct our staff, volunteers and practitioners toward meeting the needs of those we serve. They guide the ethical, legal and day to day management of our operations. To support this Get Changed have been working with Magic Carpet in Exeter to share management, admin and resources such as policies and procedures. This is working well and we plan on developing this relationship further.

Get Changed has insurance in place to cover all volunteers and trustees. Reasonable expenses will be paid.

Also readily available are the 'Trustee code of Conduct' and the 'List of Get Changed policies' with web links to our recent financial reviews. We would be happy to take you to one of our workshops and meet myself and our trustees to answer any further enquiries you may have.

Yours sincerely

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