



Trustee Recruitment Pack

Leeds West Indian Carnival



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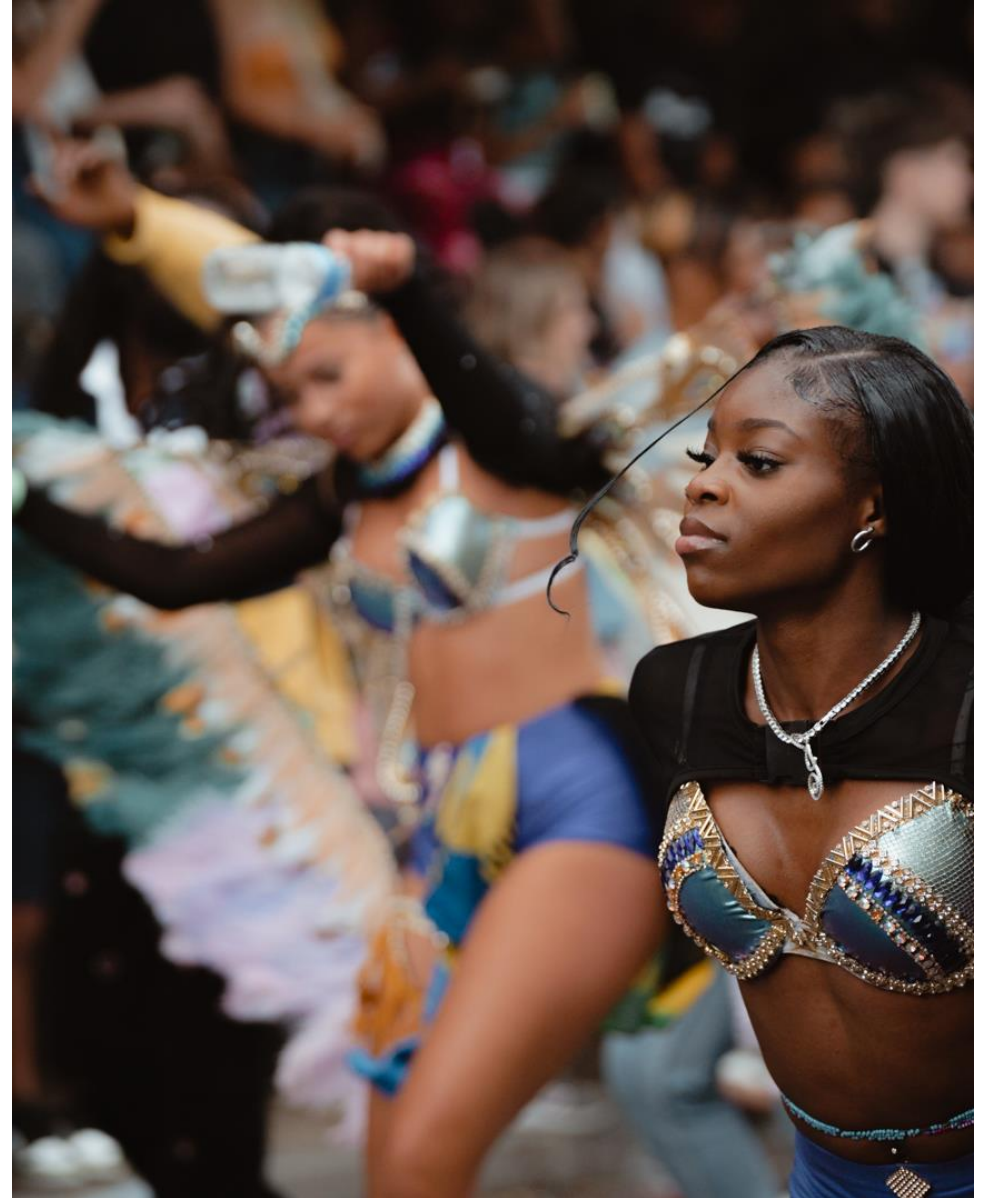
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Message from the Trustees



Arthur France MBE Hon LLD Founding member and Chairperson Leeds West Indian Carnival.
Photo: Simon Dewhurst

Hello Candidate,

Thank you for your interest in becoming a trustee of Leeds West Indian Carnival. You will be an integral part of shaping and contributing to the vibrant cultural ecology we have here in Leeds. You will be supporting the organisation to deliver one of the biggest cultural events in the city for more than half a century. We are one of the oldest British Caribbean organisations in the city, started by and run by two generations of British Caribbean people committed to celebrating and preserving their cultural heritage.

As Leeds West Indian Carnival enters its 56th year, the current Board of Trustees are keen to create opportunities for the next cohort of cultural leaders to join them. For the past three years, the Carnival experience has been altered by the Covid-19 pandemic and impacted severely the local economy that thrives off carnival and the operational delivery that runs alongside it. Our vision for Leeds West Indian Carnival, in this post pandemic cultural economy, is one where innovation, creativity, experimentation and bold thinking coalesce to make our organisation both artistically and financially resilient for future generations.

Leeds West Indian Carnival remains a key cultural and community asset to the residents of Chapeltown, the people of Leeds and Carnival revellers and supporters who travel from around the UK and beyond. Their support makes us the second largest Caribbean carnival in the UK and Europe's first authentic Caribbean Carnival.

By joining our Board, you will be part of making bold decisions about our future and driving change within the cultural ecology of the city of Leeds.

Arthur France, MBE – Chair
Norma Cannonier – Secretary
Stuart Bailey – Treasurer
Sheila Howarth - Trustee
Melvyn Zakers - Trustee

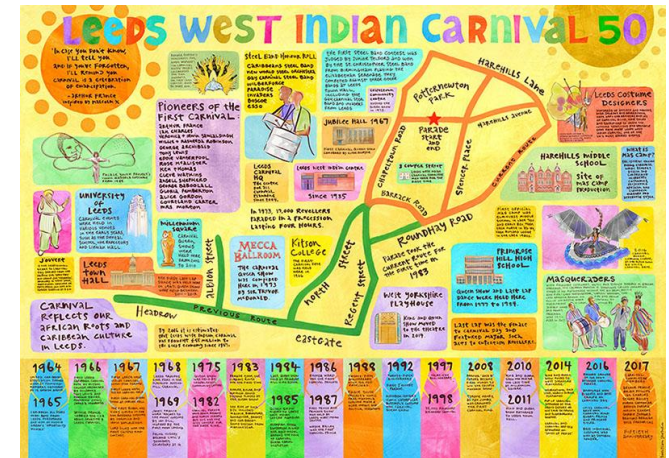
Leeds West Indian Carnival

About Leeds West Indian Carnival

Leeds West Indian Carnival (LWIC) was established in 1967 by three Caribbean nationals living in Leeds at that time, Arthur France (St Kitts & Nevis), Frankie Davis (Trinidad & Tobago) and Tony Lewis (Jamaica). They wanted to bring a slice of Caribbean culture, heritage and celebration to the growing Caribbean community in Leeds as an antidote to homesickness, racism and sense of unbelonging in the UK. It became an event that brought a community together and cemented our presence here in this city.

LWIC has earned the apt designation as Europe's first authentic Caribbean Carnival parade. Even though there were Carnival events in the UK since the late 1950s, Leeds was the first Caribbean Carnival in the UK organised by British Caribbean people, which brought together the three essential ingredients of a Caribbean Carnival – costumes, music and a masquerade street procession in 1967.

Over the past five decades, LWIC has built a reputation as one of the North's biggest annual events bringing phenomenal costumes, rhythmic steel pan and soca music together with the arts, crafts and cuisine of the Caribbean. We are the biggest annual Carnival street parade outside London, regularly attracting around 100,000 visitors. Visitors to our events have attended a number of activities we have staged as part of our Carnival offer such as:



Teresa Flavin's brightly coloured illustration told the story of Leeds West Indian Carnival's roots and routes in one map.



LWIC has earned the apt designation as Europe's first authentic Caribbean Carnival parade.

- A spectacular King & Queen costume show.
- The Prince & Princess Show for children and young people.
- The Calypso Monarch Show with soca/calypso singers battling for the top title.
- J'Ouvert Morning, the traditional early morning soca music jam.
- The Carnival Street Parade which features carnival troupes and floats with music sound systems and steel pans.
- Summer school for ages 8-12 on carnival artforms.
- Pop-Up Carnivals at various events across Leeds and the Yorkshire region.
- Carnival on the Road – our participation in Caribbean Carnivals in other cities.
- Collaboration with Leeds New World Steel Orchestra, sustaining steel pan's historic role in Carnival.
- The Caribbean Carnival spectacle was taken to over 300,000 live audiences in the 2014 Grand Depart/Tour de France in Leeds, Scarborough and other unexpected locations.
- Partnered with the region's key artistic and strategic organisations including BBC Yorkshire, Visit Leeds, Leeds City Council, Welcome to Yorkshire, Leeds Beckett University, Leeds Playhouse and the Trinidad & Tobago High Commission to London to bring aspects of Caribbean Carnival to a wide range of audiences and events.

We boast impactful achievements through the delivery of a large programme of activities across to the city to celebrate our 50th anniversary in Leeds such as:

- A visual arts exhibition of 50 years of LWIC at The Tetley (gallery) which toured to other Leeds community venues and attracted up to 40,000 visitors.
- Two successfully staged theatre productions based on the history of LWIC.
- The collection of oral histories of pioneers and members of the local community who were part of Carnival over the past 50 years and these stories were archived at West Yorkshire Archives.
- A series of high profile LWIC heritage engagement events and new artistic developments (i.e., Carnival Community Choir).

LWIC is primarily funded by Leeds City Council's arts@leeds grant and works in partnership with the Council to deliver the annual carnival street parade. Funding also comes from sources such as sponsorships, grants from trusts and foundations and statutory funders.

The Role and Responsibilities of a Trustee

LWIC is a registered charity, we are therefore legally mandated to have a Board of Trustees. Our Board of Trustees is our executive body which ensures the appropriate governance of the organisation, oversees overall strategy, manage strategic risk, monitor financial performance, and make decisions about the running of LWIC. The Board also acts as the guardian of the heritage and legacy of LWIC.

Legal Duties and Declaration

Declaration

According to the Charity's Commission, the role of Trustee carries with it a number of legal duties that all trustees are expected to understand. Before you apply, ensure that you are eligible to be a Trustee.

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other sort of charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:

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

Further restrictions apply to charities that work with children or adults at risk. Please read the Charity Commission's [automatic disqualification guidance](#) for charities for more details.

We expect all our Trustees to be aware of the Charity Governance Code as these are the standards to which Trustees must hold their organisation accountable and govern within these parameters.

Main Legal Duties

The Charity Commission Guidance further outlines that Trustees must:

- Ensure that everything they do helps to achieve the charity's goals and objectives.
- Comply with the charity's governing document and the law.
- Act in the charity's best interests
- Manage the charity's resources responsibly.
- Act with reasonable care and skill and take advice when necessary.
- Ensure the charity is compliant with statutory accounting and reporting requirements.

Key Responsibilities

We expect our Trustees to:

- Fulfil the legal duties of the Trustee role.
- Set strategy and agree business and financial plans to support the delivery of LWIC operational and programme of activities.
- Contribute to the delivery of the organisation's main programme of work.
- Scrutinise operational and programming performance, ensuring that LWIC resources go towards achieving our main objectives.
- Undertake regular and detailed scrutiny of LWIC's financial position, ensuring financial stability and the proper use of any funds managed on its behalf.
- Take responsibility for risk management in LWIC's operations and delivery, ensuring risks are identified, assessed and mitigated as far as possible.
- Determine and lead the culture of LWIC, ensuring that all behaviours and decisions are in accordance with LWIC's values.
- Prepare for and attend all board meetings and relevant sub-committees.
- Attend Board meetings regularly.
- Participate in other tasks as arise from time to time.
- Keep informed about the activities of the organisation and wider issues within the cultural and charitable sectors, local community, carnival scene and within the city which affect our work.

There is further [guidance available on the Charity Commission website](#).

Who are we looking for?

Leeds West Indian Carnival is a community organisation with a citywide impact and a national network. After over five decades of delivering a carnival offer with and for our community, the value to the cultural economy of the city of Leeds and the residents of Chapeltown makes LWIC a vital part of this city's continued economic development and creative evolution. By becoming a Trustee, you must have bold and practical ideas which you are prepared to work collectively with the other Trustees to realise and support the organisation to remain resilience and relevant the audiences we serve.

All Trustees must bring the following values to the role:

Commitment and Collaboration

- Commitment to bringing high standards of ethics and transparency to the role.
- Commitment to work collaboratively and respectfully with other Trustees, stakeholders and creatives to realise the goals and mission of LWIC.
- Respecting each other and other people's viewpoint without breaching our Code of Conduct.
- Working together in a collegiate manner with LWIC Trustees, partners, creative communities, residents and stakeholders to deliver our annual programme of activities.

Knowledge of Caribbean Carnival Culture and Heritage

- A deep understanding of the roots of Caribbean Carnival and the importance of preserving this knowledge and expression for future generations.
- Knowledge of the UK cultural and heritage sector.
- Knowledge of Carnival communities in the UK and their importance to LWIC's network.
- Commitment to honouring and preserving the founding principles of LWIC.





LWIC [is] a vital part of this city's continued economic development and creative evolution.

Good Conduct and Professionalism

- Sign up to our Code of Conduct for Trustees.
- Act in a professional manner at all Board meetings and LWIC activities.
- Act and speak respectfully to each other.
- Safeguard the good name and values of LWIC.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- An ability to work effectively, generously and respectfully as a member of a team.
- Strong communication skills.

Experience and Skills

We are looking for a mixture of hard skills, life experiences and knowledge from our Trustees.

- A deep understanding of the UK charitable and cultural sector.
- Knowledge of fundraising, preferably arts fundraising.
- Strong knowledge (either theoretical or practical) of the components of Carnival: costume design, music, dance and troupe organisation/management.
- Experience in Festival /Events management/ Coordination.
- Marketing /Communications/PR including branding and social media.
- Strong expertise in Events Logistics Management/ Coordination.
- Charity and Entertainment Laws.
- Organisational development/business management, especially income generation ideas for charities.
- Governance, operational management.
- Strong Project Management experience in the cultural sectors
- Finance/Accounting
- Arts Education and learning
- Practising Carnival designer, musician, researcher

In addition, we are looking for a youth representative from age 25-33

Our vision for LWIC in this post pandemic cultural economy is ... innovation, creativity, experimentation and bold thinking...

Time Commitment and Renumeration

Trustees are expected to attend monthly Board meetings from September to May and fortnightly meetings from June to August. There are occasional special meetings to deal with emergencies or special projects which Trustees will be invited to attend. Trustees are expected to attend sub-committee meetings.

Trustees are expected to be available in the month of August to lead on the delivery and management of the annual programme of Carnival activities (i.e., street parade, costume shows etc). Trustees will be available to network and advocate on behalf of the charity.

Trustees receive no remuneration for serving on the Board. Trustees can claim reasonable expenses (i.e. travel costs to meetings and activities, per diem, accommodation etc) where applicable.



How to Apply



An application form is available to download from our website. Before submitting your application, all applicants must schedule a 30-minute conversation with a member of the recruitment team or Trustee. Please send an expression of interest to: recruitment@leedscarnival.co.uk and a date and time to speak with you will be allocated.

Applications must be submitted by 7th July, 2023 by 6pm to recruitment@leedscarnival.co.uk

Interviews

If shortlisted, you will be invited to a face-to-face interview during the week commencing 10 July (Tuesday or Thursday of that week). You will be informed in a timely manner of the outcome of the interview.

Induction

Newly appointed Trustees are expected to participate in an induction process, including visiting and meeting the creatives who are an integral part of the Carnival family.

Sign up to our Code of Conduct.

Attend their first Board meeting in August 2023.

Be available to observe and volunteer on Carnival activities during the month of August 2023.

Thank you for your interest.



Leeds West Indian Carnival Ltd

Registered Charity No: 1107881

Registered Company number: 05118504 (England and Wales)

82 Sheepscar Street North

Leeds

LS7 3AF

Website: www.leedscarnival.co.uk

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INSTAGRAM: @leedswestindiancarnival

TWITTER: @CarnivalLeeds

arts@leeds

