

Sound and Music



The UK's national organisation for new music

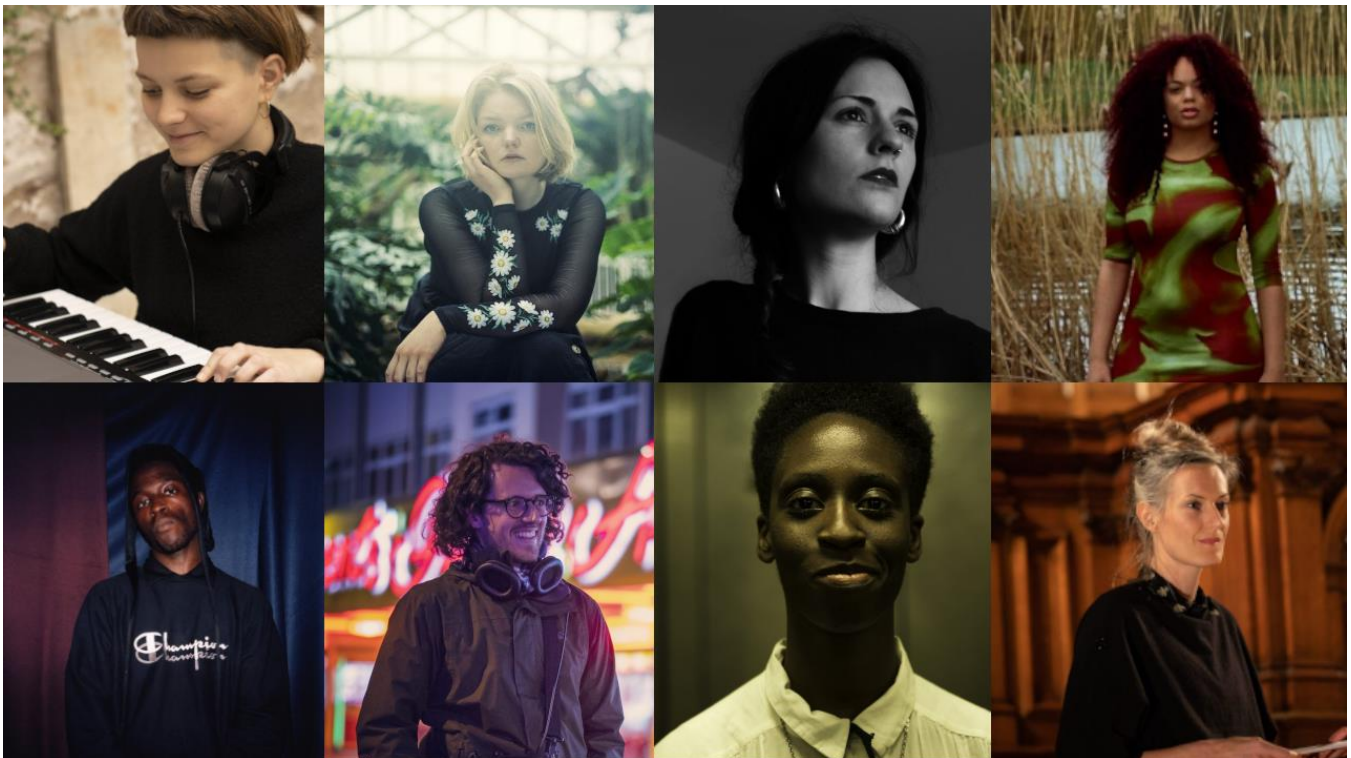
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Trustee recruitment pack

July 2021

Creating a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Maximising opportunities for people to create and enjoy new music.



We are looking to recruit up to two new Trustees to bring skills and networks in digital entrepreneurship and corporate partnership development to our engaged and committed Board.

Could this be you? Read on to find out more...

Deadline Tuesday 19 August, noon

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1 About Sound and Music

Sound and Music is the UK's national organisation for new music.

We work across three areas: artist development, audience engagement and education. We strive for a world in which more people of all ages and from all backgrounds have the opportunity to access, create and enjoy new music.

Our vision: to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our mission: to maximise the opportunities for people to create and enjoy new music.

Our values: we are open, curious, generous, positive, courageous and accountable.

Sound and Music is a National Portfolio Organisation funded by Arts Council England, with funding confirmed in principle until March 2023. We will be applying for NPO funding for beyond that point in early 2022.

Sound and Music is an Equal Opportunities Employer.

Sound and Music is a Company Limited by Guarantee and a Registered Charity.

2 What we're looking for

At an exciting time in its development, Sound and Music is looking for up to two new Board members.

Sound and Music seeks candidates passionate about encouraging creativity, cohesion and innovation through supporting artists of all ages to create new music and enabling a wide range of audiences to engage with and be enriched by it.

In particular we are interested in hearing from candidates with expertise and networks in digital entrepreneurship. Experience of building innovative and value-creating corporate partnerships is also of great interest.

General attributes of all board members:

- Passionate about music but not necessarily working in the music sector
- Potential to contribute constructively and effectively as Board/committee member
- Ability to provide strategic direction, set policy, define goals, set targets and evaluate performance
- Ability to attend 4 full Board meetings and 1 away day per year; also, to give time to providing expert advice to the executive, as appropriate
- Potential to bring new financial and strategic partners to benefit Sound and Music

The organisation is committed to improving the diversity of Board members in order to be more representative of modern Britain. We particularly welcome applications from candidates who are from backgrounds that experience racism, who are disabled and/or who are LGBTQ+. Welcoming and drawing from a wide range of backgrounds, perspectives and creative input is core to the organisation’s values and ways of working.

3 About the role

The Charity Commission defines charity trustees as “the people who share ultimate responsibility for governing a charity and directing how it is managed and run”.

The Charity Commission also outline the key legal duties of charity trustees – you can read about this via their publication [The Essential Trustee: what you need to know, what you need to do](#).

In practice, being a Sound and Music Trustee means that you will be involved in:

- Ensuring that the organisation is clear about its purpose and mission
- Agreeing and reviewing plans for the future
- Agreeing and reviewing annual budgets
- Discussing matters relating to the charity, for example relating to changes in the external environment, or brainstorming ideas for the future
- Supporting and offering reflection to the Chief Executive and Senior Management Team
- Attending events and performances that Sound and Music is involved in

A strong and strategic business plan is in place until 2023 and a key task for Board members will be to oversee the creation of a new plan for the following period. This will build on all the strengths, insight and achievements of Sound and Music, including its exemplary response to the Covid-19 pandemic which enabled the organisation to support many more of its core beneficiaries, and accelerated many areas of its development.

Trustees will support the development of an organisation that is agile and responsive, spotting business opportunities and creating environments where new ideas and new approaches can flourish, as well as giving new music the voice, support and recognition nationally and internationally that it deserves.

4 Time commitment

Sound and Music normally has four Board meetings a year, and an Awayday. In between meetings, Trustees engage on an ad hoc basis with the Chair, Chief Executive and other members of the Senior Management Team.

Being a Trustee is a voluntary position, but we can cover necessary travel expenses and costs associated with any access needs you may have. These need to be agreed in advance.

Trustee terms are normally three years and Trustees normally serve two or three terms. A full induction is provided and training is available.

5 How to apply

If you think that being a Trustee of Sound and Music is for you, please send a covering letter (no more than one side of A4) outlining why you would like to become a Trustee and what you feel you can contribute to the work of Sound and Music, bearing in mind what the organisation is looking for (section 2 above). What achievements are you particularly proud of? What do you hope to get out of being a Trustee?

You may also send a 3-minute video as your application.

Please can you also complete an anonymous [Equal Opportunities Monitoring Form](#). This means we can ensure that we are reaching a representative range of applicants and identify where we need to improve.

If you would like an informal chat via Zoom or phone with Sound and Music's Chief Executive, Susanna Eastburn MBE please contact us via the email address below. Please note that Susanna is on leave 22 July-8 August.

We can offer access support at any points in the process. If you have access needs, just let us know.

Please submit either video or written application to alex.noble@soundandmusic.org.uk before noon on Thursday 19 August.

6 Further information

6.1 What happens next?

If you are shortlisted, you will be interviewed by two current Trustees. This is to allow you as well as them to explore more your reasons for applying, what experience and perspectives you will be bringing, and how you might align with the work, culture and values of Sound and Music.

If your application is taken forward, you will then be invited to observe a Board meeting. This is done with every Trustee about to join the Board. It is a chance for you to see a Board meeting, to see how the Board operates, and to decide whether this is the right thing for you. As an observer you can join in the discussion, but you aren't able to vote.

Assuming that you've found it a good experience, then at the following Board meeting you will be formally elected to join the Board. Welcome!

6.2 How are new Trustees inducted?

You will have access to an online induction pack, which includes a Trustee Handbook, contact details and the organisation's governing documents (its Memorandum and Articles of Association), together with access to past Board meeting papers. You will also be asked to provide some information which is needed for Companies House and the Charity Commission, and to complete a Conflicts of Interest register.

You will have time with both the Chair and Chief Executive, to discuss the organisation and its current situation, and answer any initial questions you may have.

You will have a "board buddy" from the Trustee team who will be on hand to answer any questions.

During the first year, you will have 1:1 meetings with other members of the Senior Management Team. All Trustees are invited to consider what training they would find useful and Sound and Music has a budget to support this.

6.3 About [Sound and Music](#)

At any one time Sound and Music is working with over 50 of the UK's most talented composers and creative artists. We operate in every region of Britain (and internationally), with a total audience reach of over 50,000. Our work divides into three Aims – artist development, audience engagement, and supporting children and young people to create their own music – underpinned by a broader national advocacy and campaigning role.

Sound and Music has:

- Significant online presence and digital innovation through:
 - The Sound and Music website
 - www.thesampler.org (events and blog site)
 - britishmusiccollection.org.uk (new music discovery site)
 - www.minuteoflistening.org (software application for primary schools)
 - A social media following of over 40,000
 - The incubation of a new platform, Music Patron, which will connect donors directly to composers
- National programmes for primary and secondary schools
- Over 8,000 active email subscribers (post-GDPR)

The current board comprises a highly diverse and skilled group of individuals, including composers, but also passionate music lovers from a wide range of industries, from law to finance to technology. The Chair of Sound and Music, appointed in December 2018, is **Dr Greg Davies** with a background bridging financial services and academia. Composer **Jo Thomas** is Vice-Chair, also elected in December 2018.

A full list of Board members may be found [here](#).

6.4 Trustee recruitment timeline (please [check website](#) for final version)

Thursday 19 August, 12.00 noon	Application deadline
Friday 27 August (preferred) or Wednesday 1 st September	Interviews (with Greg Davies, Chair and Jo Thomas, Vice Chair)
Tuesday 14 September, 3.30-6pm	Board meeting (on Zoom; you will be an observer)
Wednesday 3 November, exact timings tbc	Board and team Awayday (hopefully in person at Oxford House)
[date to be confirmed]	December, Board meeting (you will be elected)