

Chair of the Board of Trustees

Application Pack

2024

Sound and Music



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Sound and Music

About Sound and Music

Sound and Music is the national charity for new music.

We support anyone who wants to make music and sound to shape the modern world. We enable individuals to challenge expectations and discover their potential, and act as a friendly guide for those who want to listen deeper. Our work sustains more careers, progresses creativity and achieves greater equity across music in the UK.

We are guided by our Fair Access Principles, a code of best practice which ensures our work is open and inclusive for all.

Sound and Music is supported by Arts Council England and proud to be a National Youth Music Organisation.

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK. We are a National Portfolio Organisation of Arts Council England. NPO funding is confirmed until March 2026.

soundandmusic.org

britishmusiccollection.org.uk

minuteoflistening.org

"This is an exciting time to become the Chair of the Board of Trustees, as Sound and Music embarks on a new five-year business plan. If you're passionate about driving positive change, providing strong and visionary leadership, and supporting the next generation of composers, then do apply! Sound and Music is an exceptionally rewarding and uplifting organisation to work with."

- Dr Greg Davies, Outgoing Chair

Front image

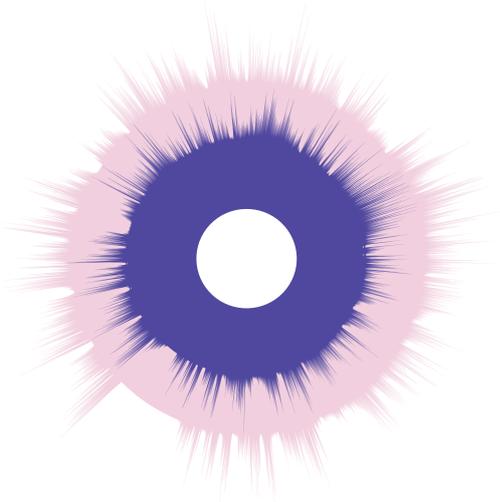
Phoebe Mallinson
© Maria
Kalinowska

Right images

Top. BULLYACHE
present TOM
© Genevieve Reeves,
2023

Bottom left. Gwen
Sion AKA catHEAD
© Gwen Sion

Bottom right. Chris
Jacquin at the
Piaodrome
© Chris Scott



Bring the frontier of new music
and sound closer to every person

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Chair Profile

What we are looking for

Sound and Music is looking for a new **Chair of the Board of Trustees** in September when **Dr Greg Davies** steps down after five years in the role (and five more as a trustee) and as the charity embarks on **The Trail: Our Strategic Plan 2023-28**.

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

The Chair should bring the general attributes required of all board members:

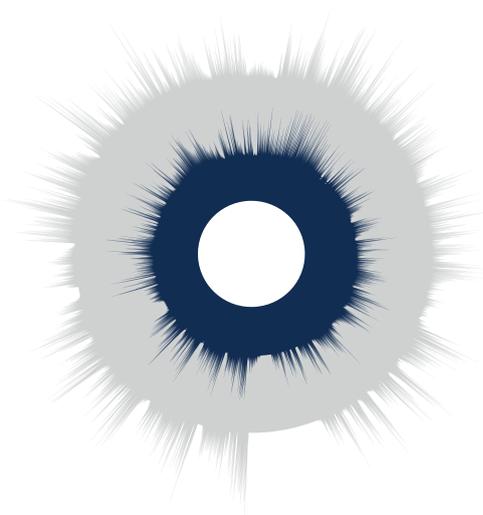
- Passionate about music but not necessarily working in the music sector
- Potential to contribute constructively and effectively as Chair/Board/committee member
- Ability to provide strategic direction, set policy, define goals, set targets and evaluate performance
- Ability to attend four full Board meetings and one 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

Right images

Top. Chisara Agor presents *Nocturnal Sun* © DŽIUGINTA MAŽULYTĖ

Bottom left. Laura Mompelat © Saima Khalid

Bottom right. Fauzia Habib © Fauzia Habib



Supporting the next generation
of composers

Sound and Music

Essential

The Chair should also demonstrate their suitability in the following essential areas:

- **Experience**
 - Operating at a senior strategic leadership level within an organisation
 - Successful track record of achievement through their career
 - Charity governance and working with or as part of a Board of Trustees
 - External representation, delivering presentations and managing stakeholders
 - Experience of change management
 - Significant experience of chairing meetings and events
 - Consensus-building/collaborative decision-making

- **Knowledge and skills**
 - Broad knowledge and understanding of the Civil Society sector and current issues affecting it
 - Strong leadership skills, ability to motivate staff and volunteers and bring people together
 - Financial management expertise and a broad understanding of charity finance issues
 - Good understanding of charity governance issues

Desirable

Other desirable but not essential areas include:

- Previous Chair experience
- Expertise in one of the following areas: finance, HR, arts policy, creative practice (as composer or music creator)
- Experience of building innovative and value-creating corporate partnerships is also of great interest
- Strong personal and professional networks and the willingness to bring them to bear for the benefit of the organisation

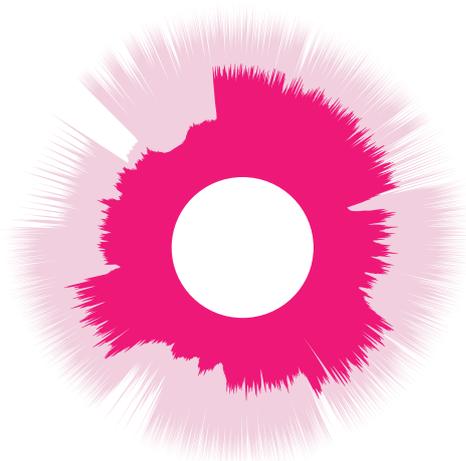
The organisation is committed to expanding the diversity of Board members particularly from backgrounds that experience racism, and/or who are disabled or neurodiverse. Welcoming and drawing from a wide range of perspectives and creative input is core to the organisation's values and ways of working.

Right images

Top. Holyseuss Fly
© Khali Ackford

Bottom left.
Elena Persaud
© Elena Persaud

Bottom right.
Danielle Kidd
© Mark Stimpson



**More careers sustained
More creativity progressed
Greater equity achieved**

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About the role

What the role involves

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 the Chair of Sound and Music means that you will be involved in:

- **Strategic leadership**
 - Regular meeting and communication with the Chief Executive
 - Time spent in preparation and planning regarding governance and strategy
 - Ensuring that the organisation is clear about its purpose and mission
- **Board development**
 - Chairing quarterly Board meetings
 - Facilitating Board debate and enabling collective decision-making
 - Appointment of new trustees
- **Collaboration**
 - Agreeing and reviewing plans for the future
 - 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 Senior Management Team
- **Communications**
 - Being a powerful ambassador for Sound and Music
 - Attending events and performances that Sound and Music is involved in

A strong and strategic business plan is in place until 2028 and a key task for Board members will be to oversee its delivery and lead the organisation in its preparations for the next National Portfolio Organisation (NPO) application round (expected in 2026).

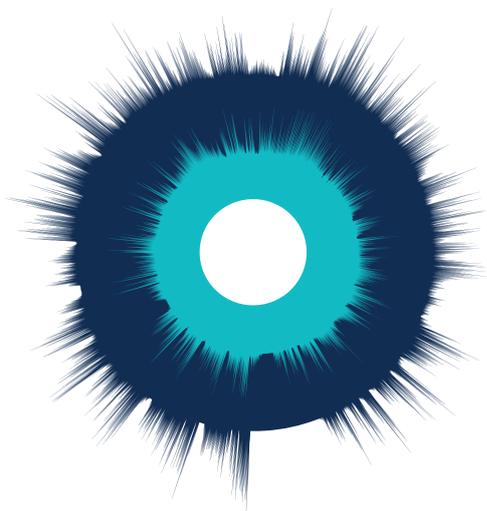
The Chair will lead and support the development of an organisation that is agile and responsive, spotting business opportunities and creating environments where new ideas and new approaches can flourish, as well as giving new music the voice, support and recognition nationally and internationally that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

Right images

Top. Mathis Saunier
© Coralie Degeneve

Bottom left.
Tara Lily Klein
© Patrick Young

Bottom right.
Rylan Gleave
© Rylan Gleave



Transform artists' ways of making music and sound

Sound and Music

Time commitment

Sound and Music normally has four Board meetings a year, a small number of standing subcommittees and working groups and meets for an Awayday annually. In between meetings, the Chair has regular meetings with the Chief Executive and engages on an ad hoc basis with other members of the Senior Management Team. **This is a commitment of approximately 1.5 working days per month (up to 25 days per year).**

Being a Chair 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.

The Chair term is for an initial, minimum three years; ideally to be renewed for a second term to a total of six years. A full induction is provided and training is available.

How to apply

If you're interested, then you are welcome to contact Sound and Music's Chief Executive, **Dr Will Dutta**, for an informal conversation via Zoom or phone (contact details below).

If you think that being the Chair 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 the Chair and what you feel you can contribute to the work of Sound and Music, bearing in mind what the organisation is looking for (page 4-6 above).
- What achievements are you particularly proud of?
- What do you hope to get out of being the Chair?

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

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

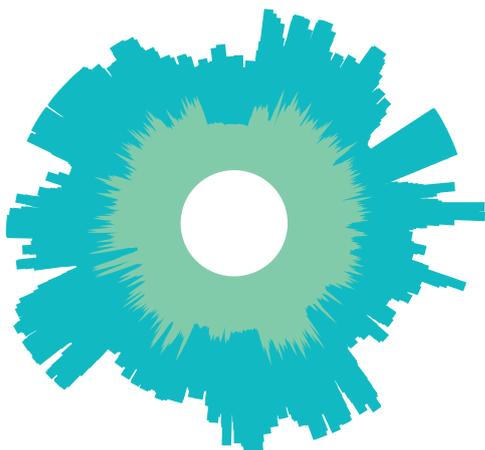
Please submit either video or written application to will.dutta@soundandmusic.org before 23:59 on 12 May 2024.

Right images

Top.
Georgie Buchanan
© Ruta Puzaitė

Bottom left.
Alice Boyd at Eden
Project
© James Stier

Bottom right.
Sonia Allori
© Minttumaari
Mantynen



Develop artists' application of
creativity in new contexts

Sound and Music

Further information

What happens next?

If you are shortlisted, you will be interviewed by up to four 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. Then at the following Board meeting you will be formally elected to join the Board.

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.

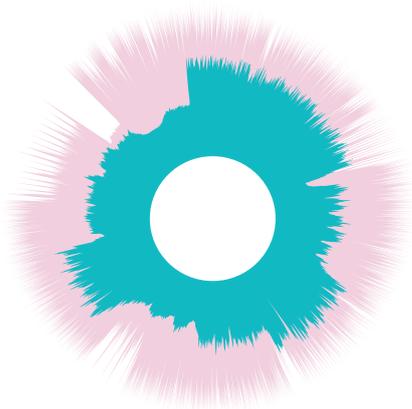
You will have time with both the outgoing Chair and current Chief Executive, to discuss the organisation and its current situation, and answer any initial questions you may have. You will have a "board buddy" from the Trustee team who will be on hand to answer any questions.

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.

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

Right images

All.
Composition
Summer School
© Sound and Music



Activate people's creative listening and composing skills

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Key dates and times

What happens next	By when
Deadline for applications	23:59, 12 May
Interviews with trustees	28 – 31 May
Informal meeting with Chief Executive	3 – 7 Jun
Board meeting (on Zoom; you will be an observer)	15:30 – 18:00, 19 Jun
Board meeting (you will be elected)	15:30 – 18:00, 18 Sep
Awayday with the Board and team	Date to be confirmed

Right images

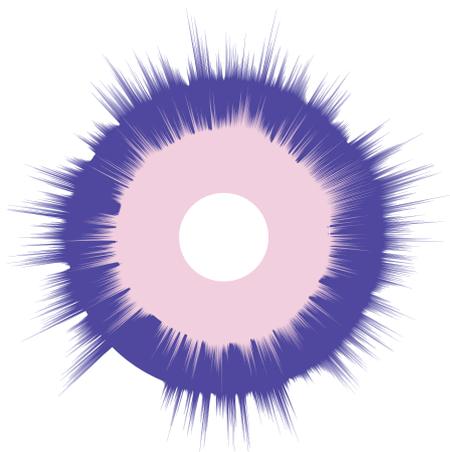
Top. Fauzia Habib
© Fauzia Habib

Bottom left.
Ben Middle
© Ben Middle

Bottom right.
Thomas Harris
© Thomas Harris

Back image

Phoebe Mallinson
© Maria
Kalinowska



Back cultures of new music
Advance creativity
Remove barriers

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London
E2 6HG

If you have any questions, please contact us at: info@soundandmusic.org

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