

BYMT Trustee Role Description and Person Specification

Last revised: February 2021

1. About the Role

Trustees are responsible for the strategic plan and oversight of its implementation. In addition, trustees ensure that BYMT discharges its statutory obligations as a charity. Using your knowledge, skills and experience, you will ensure that BYMT wisely manages its resources and maximises impact.

BYMT works to the charity code of governance which can be found by going to:

<https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essentialreading-for-all-trustees/>.

2. Role Description

- Bring expertise to the charity that will help to develop a forward-looking music and performing arts strategy.
- Ensure that BYMT complies with and pursues its governing document (Articles of Association 2019), charity law, company law and any other relevant legislation or regulations.
- Fulfil the legal duties, responsibilities and liabilities of trusteeship.
- Ensure that BYMT applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the board's responsibility for the strategic direction to BYMT, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Attend meetings of the board, full trustees and committees as appropriate and undertake the necessary preparation to be able to fully participate in board meeting discussions.
- Advocating for and on behalf of BYMT with stakeholders within Bromley, and further afield.
- Trustees should safeguard and promote the well-being and welfare of BYMT's beneficiaries.
- Apply appropriate scrutiny to budgets and accounts to ensure the financial stability of BYMT.

3. Person Specification

Essential criteria
A commitment to the vision of BYMT
An ability to work effectively as a member of the team.
An ability to communicate effectively.
An ability to make sound, independent judgement
An ability to think creatively and be receptive to new ideas
An ability to assimilate complex information and develop strategies
An ability to monitor performance and hold leadership to account
Desirable criteria
Professional expertise or experience in an area that will assist BYMT in its work; education, inclusion, finance, charity, marketing, HR, ICT, fundraising, legal, business, community partnerships, property management, audit and risk management.
Professional expertise or experience of music or performing arts education and/or music and creative industries.
An understanding of the legal duties, responsibilities and liabilities of Trusteeship.
Knowledge of safeguarding and child protection.

4. Eligibility

BYMT is a limited company with charitable status. Trustees are also appointed as directors of the company. You must be at least 18 years of age to be a trustee of a charity.

You may not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Charity Commission. Reasons for disqualification include if you:

- Are disqualified as a company director
- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- Have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement.

5. Recruitment process

Recruitment will be via an interview with the chair of the trustees, one other trustee and the CEO. You will be expected to demonstrate how you fulfil the essential criteria in your application and at interview.

Successful candidates will be expected to participate in BYMT's induction and mentoring programme and engage with the professional development opportunities that the trust offers.

6. Time Commitment

Full Board meetings are held three times a year and Trustees are expected to attend. In addition, you may elect to join Finance, Personnel, Business Development and Standards and Compliance Committees that also meet three times a year. The meetings last approximately 1.5 hours and papers are distributed one week in advance of meetings. Trustees will need to undertake the necessary preparation in advance of the meeting and are also expected to visit activities organised by the charity in order to gain an understanding of its work. For further information please

visit <https://www.gov.uk/government/publications/the-essential-trustee-whatyou-need-to-know-cc3>

7. Remuneration

This is a voluntary position.

8. DBS Requirements

This post is subject to an enhanced check through the Disclosure and Barring Service (DBS).

9. Terms of Office

Trustees are appointed for a maximum of a six-year term. At the end of their six-year term, trustees are required to resign from their position. They may be re-appointed to a vacant trustee position after a minimum of a one-year break. Trustees can serve a maximum of two terms (12 years in total).

10. Safeguarding

BYMT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

11. Equality and Diversity

BYMT encourages applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work and learn.