



BRIGANTES

ORCHESTRA

Charity Number: Brigantes Music 1187752

General Trustee – Role Description

**Who are we:**

Brigantes Music is an incorporated charity based in Sheffield. The aims of Brigantes Music include advancing the education of people in the arts, specifically professional-standard classical music. We aim to do this in a variety of ways, including hosting professional symphonic concerts via our orchestra (the Brigantes Orchestra), outreach and education of people who would not necessarily attend classical music concerts, and inspiring children and young people to learn about classical music.


Brigantes Music and its symphony orchestra was set up in April 2019 to expand opportunities for a) professional players to play symphonic orchestral music in our region, and b) members of the public to attend professional standard classical music concerts.


We aim to make concerts friendly and accessible to those who would not normally attend. Since then, we have hosted around 4-6 concerts a year from a range of classical repertoire, including a family concert to encourage children to attend. We

have established our concert home at the Cathedral Church of St Peter and St Paul in the City Centre. The concerts have been supported financially by a local business.

ONE THOUSAND AND ONE

BORODIN *IN THE STEPPES OF CENTRAL ASIA*
RACHMANINOV *PIANO CONCERTO NO. 2*
RIMSKY-KORSAKOV *SHEHEREZADE*
AIDAN MIKDAD | DAVID MILSOM | QUENTIN CLARE


 brigantesorchestra




SATURDAY, 2ND DECEMBER 2023 | SHEFFIELD CATHEDRAL | 7.30PM

APOTHEOSIS OF THE DANCE

STRAVINSKY *PULCINELLA (COMPLETE)*
BEETHOVEN *SYMPHONY NO. 7 IN A*
QUENTIN CLARE


 brigantesorchestra




SATURDAY, 2ND MARCH 2024 | SHEFFIELD CATHEDRAL | 7.30PM

CARNIVAL | LITTLE MERMAID

SAINT-SAËNS *CARNIVAL OF THE ANIMALS*
NAVOK *THE LITTLE MERMAID*
SARAH HELSBY HUGHES | QUENTIN CLARE


 brigantesorchestra




FRIDAY, 26TH APRIL 2024 | SHEFFIELD CATHEDRAL | 6.45PM

APPALACHIA

COPLAND *APPALACHIAN SPRING*
MOZART *CLARINET CONCERTO*
DVORAK *SYMPHONY NO. 8 IN G*
QUENTIN CLARE | BLAŽ ŠPAROVEC

 brigantesorchestra



SATURDAY, 15TH JUNE 2024 | SHEFFIELD CATHEDRAL | 7.30PM

Short to medium term aims:

Brigantes Music is currently at a point where it wishes to expand the board of trustees to enable the organisation to grow and develop. Specifically, we are interested in developing the following areas:

- 1) To develop medium and long-term strategies to widen the range of funding sources we receive and increase turnover to ensure we remain on a sustainable financial footing
- 2) Increase ticket revenue for concerts
- 3) Increase the number of concerts we can provide in a season
- 4) Develop a sustainable front-of house team for concerts from volunteers
- 5) Consider imaginative ways in which concerts / classical music can be understandable and accessible to those who would not normally attend
- 6) Grow our audience base numerically and in terms of the demographics who would not normally attend
- 7) Develop a membership scheme / strategy
- 8) Review and develop our marketing and PR strategies
- 9) Develop the online presence of the Orchestra
- 10) Consider how we can expand our activities to bring affordable classical music to a wider region of South Yorkshire, Lincolnshire, and Derbyshire
- 11) Improve engagement with children and young people to encourage a life-long love of classical music and concert attendance
- 12) Improve our safeguarding strategy and develop appropriate policies for the smooth running of the charity / orchestra.

The role of trustees:

Charity trustees play a vital role in making sure that a charity achieves its core purpose. They oversee the overall management and administration of the charity.

They also ensure it has a clear strategy and that the work and goals are in line with the charity's vision. Just as importantly, they support and challenge the executive team to enable a charity to grow and thrive, and through this, achieve its mission.

Trustees have a collective responsibility, meaning they always act as a group and not as individuals.

Duties:

- Support and provide advice on Brigantes Music's purpose, vision, goals, and activities
- Approve operational strategies and policies and monitor and evaluate their implementation
- Oversee Brigantes Music's financial plans and budgets and monitor and evaluate progress
- Review and approve Brigantes Music's financial statements
- Ensure the effective and efficient administration of the organisation
- Ensure key risks are being identified, monitored, and controlled effectively
- Provide support and challenge to Brigantes Music's CEO in the exercise of their delegated authority and affairs
- Keep abreast of changes in Brigantes Music's operating environment
- Ensure the views of stakeholders / audience members / musicians are regularly sought and considered
- Contribute to regular reviews of Brigantes Music's own governance. Attend Board meetings, adequately prepared to contribute to discussions
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees
- Use independent judgment, acting legally and in good faith to promote and protect Brigantes Music's interests, to the exclusion of their own personal and/or any third party interests
- Contribute to the broader promotion of Brigantes Music's objects, aims and reputation by applying your skills, expertise, knowledge, and contacts
- Ensure they board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation
- Upholds the good name and values of the charity.

What skills are required to be a trustee?

Trustees should be a diverse team of people, incorporating different genders, ethnic backgrounds, age, sexuality, and life experience who all share the charity's aims.

Trustees should be bring energy, enthusiasm, and commitment to their role, and broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training.

General qualities for trustees

The best trustees tend to exhibit the following general personal skills and qualities:

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values
- Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Specific qualities are we looking for currently:

In addition to the generic qualities, we have audited our current aims and the skills of the trustees and are particularly looking for people who have expertise and talents in the following areas:

- Marketing and membership strategies
- Publicity and advertising
- Social media presence / interaction
- Fundraising from general sources, such as local businesses, donations, and so forth
- Experience of Arts Council and other scheme funding
- Leading teams of volunteers to perform welcoming / front of house functions
- Education and liaison with children / young people
- Experience of making music and concerts accessible, understanding, and welcoming to those who have little experience of it
- Financial management

- Liaison with other voluntary and professional musical organisations in our area
- A safeguarding lead.

What will commitment look like?

The charity aims to hold a minimum of four trustee meetings per year, with at least one further “away day” to review and develop progress and strategy, as well as for Trustee training.

Trustee meetings will usually be held in the evening or weekends to allow those who work during the week / day to attend. We intend most of the meetings to occur virtually, as we are keen to support those with children or other family commitments in the evening that mean leaving home is difficult. We estimate the meetings will usually take around 2 hours.

We intend the annual training day to be an in-person event.

Trustees may have to commit time to reading documents in preparation for Trustee Meetings, as well as develop any projects, initiatives, or sub-committees they volunteer for the benefit of the charity.

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewable for 2 further terms to a maximum of 9 years, unless agreed by the trustees
- This is a voluntary position, but reasonable expenses are reimbursed, such as for travel, babysitting, parking, and other expenses incurred during the delivery of projects for the charity.

Time commitment

- Attending 4 Board meetings annually held virtually, as noted above
- Attending an annual strategy / training days a minimum of once a year

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team.

Current Trustees

- Dr Anthony Hart, Chair, second term commenced 04 February 2023
- Quentin Clare, Secretary and Musical Director, second term commenced 04 February 2023
- Mr David Watkin-Holmes, second term commenced 04 February 2023

During this recruitment process, we aim to appoint:

- A treasurer (see separate job description)
- 8 further trustees from a diverse demographic and encompassing a range of skills as a team, as outlined above.
- The whole trustee team will therefore increase from 3 to 12 people.

Associated Documents

This job description should be read alongside the following documents, which can be requested by emailing:

- The Constitution of the Charitable Incorporation Organisation for the Brigantes Music
- The Trustee Code of Conduct Policy, 2024
- Charity Commission leaflet, “The essential trustee: what you need to know, what you need to do”, available free at the following website:
https://assets.publishing.service.gov.uk/media/64b65c9b71749c001389ed26/CC3_feb20.pdf

Contact details

If you have further questions, please contact the charity at admin@thebrigantes.uk.

For urgent queries, telephone Dr Anthony Hart, Trustee, on 07866 931088.



BRIGANTES

ORCHESTRA

Charity Number: Brigantes Music 1187752

Treasurer – Role Description

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- Financial management;
- Liaison with other voluntary and professional musical organisations in our area.

What skills are required to be a Treasurer?

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Brigantes Music's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls, and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation. The roles of the treasurer include:

- Overseeing the presentation of budgets, internal management accounts, and annual financial statements to the Board of Trustees
- Monitoring and advising on the financial viability of the charity
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised
- Lead on the appointment of and liaison with any necessary external auditors.

The ideal treasurer would be:

- A finance professional, preferably with a knowledge of charity finance. Otherwise an individual with an enthusiasm to learn, drawing from sound commercial experience and an understanding of small / medium enterprises
- A strategic thinker with an ability to balance risk and opportunity
- Clear communicator with the ability to bring the financial information alive to non-finance specialists

- Willing to play an active role in areas such as forecasting, setting budgets, and liaising with auditors

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees, as set out above.

What will commitment look like?

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BRIGANTES

ORCHESTRA

Charity Number: Brigantes Music 1187752

Trustee Code of Conduct

(February 2024)

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1. Purpose

This document sets out the ethical principles and expected standards for Trustees to follow when carrying out duties on behalf of Brigantes Music.

It provides Trustees with guidance on how to handle situations which pose dilemmas between alternative right courses of action, or when faced with pressure to consider right and wrong.

2. Introduction

Brigantes Music is a Charitable Incorporated Organisation (Charity Commission Number 1187752).

The aims of Brigantes Music include advancing the education of people in the arts, specifically professional-standard classical music. We aim to do this in a variety of ways, including hosting professional symphonic concerts via our orchestra (the Brigantes Orchestra), outreach and education of people who would not necessarily attend classical music concerts, and inspiring children and young people to learn about classical music.

Charity trustees play a vital role in making sure that a charity achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure it has a clear strategy and that the work and goals are in line with the charity's vision. Just as importantly, they support and challenge the executive team to enable a charity to grow and thrive, and through this, achieve its mission. Trustees have a collective responsibility, meaning they always act as a group and not as individuals.

The key duties of the Trustees of Brigantes Music are:

- Support and provide advice on Brigantes Music's purpose, vision, goals, and activities;

- Approve operational strategies and policies and monitor and evaluate their implementation;
- Oversee Brigantes Music's financial plans and budgets and monitor and evaluate progress;
- Review and approve Brigantes Music's financial statements;
- Ensure the effective and efficient administration of the organisation;
- Ensure key risks are being identified, monitored, and controlled effectively;
- Provide support and challenge to Brigantes Music's CEO in the exercise of their delegated authority and affairs;
- Keep abreast of changes in Brigantes Music's operating environment;
- Ensure the views of stakeholders / audience members / musicians are regularly sought and considered;
- Contribute to regular reviews of Brigantes Music's own governance. Attend Board meetings, adequately prepared to contribute to discussions;
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees;
- Use independent judgment, acting legally and in good faith to promote and protect Brigantes Music's interests, to the exclusion of their own personal and/or any third party interests;
- Contribute to the broader promotion of Brigantes Music's objects, aims and reputation by applying your skills, expertise, knowledge, and contacts;
- Ensure they board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation;
- Upholds the good name and values of the charity.

3. Legal requirements to be a charitable trustee

UK law indicates who can be a trustee of a charity. Trustees MUST be:

- At least 16 years of age

- Properly appointed following the procedures and restrictions set out in the Charity's Governing Document

They must not:

- Have been disqualified from the role as a charity trustee
- Have an undischarged bankruptcy or individual voluntary arrangement (IVA)
- Have an unspent conviction for certain offences, including those that involve dishonesty or deception
- Be on the sex offenders' register.

4. Appointment of Trustees

Brigantes Music may identify potential trustees through a number of avenues, including public advertising, recommendation, head-hunting individuals with specific skills, and so forth.

Potential applicants will be sent the current version of the constitution, the latest copy of the Trustees' Annual Report, a Statement of Accounts, and this Code of Conduct. They will also be directed towards the Charity Commission's information booklet CC3 "The essential trustee: what you need to know, what you need to do".

Interested individuals will be asked to apply for the role, completing an application form outlining their experience and qualification for the role.

All applicants will be asked to attend an informal interview either in person or virtually with a minimum of two trustees to discuss their application, skills, and vision for the charity. The interviewers will score the applicants' abilities and skills against the needs of the Charity and skill mix of the Board of Trustees at that time. The interviewers will work to ensure there is diversity in the demographic of the Board of Trustees and their skill set / talents / experience.

Where an applicant is considered suitable for the vacant role, a letter offering the role will be sent to the applicant along with this Code of Conduct. The applicant will become a Trustee when they have read and signed the Code of Conduct and returned it to the Charity.

5. Length of term

All charitable trustees are appointed for a three year term. Trustees may serve three consecutive terms. Trustees may not be reappointed for a fourth consecutive term but may be reappointed if this is voted for by the other Trustees.

6. Retirement and removal of Trustees

A trustee will cease to hold office if they:

- Retire in writing, as long as enough charity trustees remain in office when the notice of resignation takes effect
- Is absent without permission of the charity trustees from all their meetings held within a six month period and the trustees resolve that the office has been vacated
- Dies
- In the written opinion of an appropriate professional / company has become physically or mentally incapable of acting as a trustee and will remain so for at least three months
- Is disqualified from acting as a trustee according to UK law
- Has been considered to have substantially breached the Code of Practice, after full investigation including an opportunity to be heard, and after the offer of mediation.

7. General principles of trustees

The principles of our code of conduct are adopted from the seven principles of public life, also called the Nolan Principles. The seven principles are:

1. Selflessness

Trustees should aim to act solely in the public interest.

2. Integrity

Trustees must avoid placing themselves under financial or other obligation to people or organisations that might try inappropriately to influence them in their work for Brigantes Music. They should not act or take decisions in order to gain financial or other benefits / gifts for themselves, their family, or their friends. They must declare and resolve any interests and relationships. They must avoid actual or perceived impropriety or inappropriate behaviour.

3. Objectivity

Trustees must act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Trustees are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this, including from the media, Charity Commission, members, stakeholders, funders, parliament, and the courts. They must comply with UK law for trustees, and the constitutional requirements set out in Brigantes Music's Governance Documentation.

5. Confidentiality and openness

Trustees should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so. Where information is sensitive and a reasonable expectation of confidentiality exists, Trustees should ensure sensitive information and material is handled with due care.

6. Honesty

Trustees should be truthful. Trustees should avoid conflicts of interest as far as is reasonably practical.

7. Leadership

Trustees should ensure their behaviour and the way they treat others is respectful and in accordance with the Nolan principles. They should challenge poor behaviour wherever it occurs.

8. Statement of agreement

I agree to respect and uphold the values of Brigantes Music in the following areas:

a. Eligibility

- I agree I am eligible to be a trustee by UK law, as summarised in section 3 of this document and the Charity's constitution.

b. General Conduct

- I will act within the governing document of Brigantes Music and UK law, and abide by the policies and procedures of the charity.
- I will support the vision and aims of Brigantes Music, championing it, using any skills or knowledge I have to further that mission, and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience, and knowledge available to Brigantes Music, and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- I will respect organisational, board, and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will use Brigantes Music's resources responsibly. When claiming expenses, I will do so in line with the relevant policy.

- I will seek to be accountable for my actions as a trustee of Brigantes Music and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that Brigantes Music is well run and will raise issues and questions in an appropriate and sensitive way to ensure this is the case.

c. Meetings

- I will attend all appropriate meetings and other appointments at Brigantes Music or give apologies. If I cannot attend meetings regularly, I will consider whether there are other ways I can engage with the charity.
- I will prepare fully for all meetings and work for Brigantes Music. This will include reading papers, quering anything I do not understand, thinking through issues before meetings, and completing any tasks assigned to me in the agreed time.
- I will engage actively in discussion, debate, and voting in meetings, contributing in a constructive way, listening carefully, challenging sensitively, and avoiding both conflict and dominating the contributions of others.
- I will participate in collective decision making, accept a majority decision of the board, and will not act individually unless specifically authorised to do so.

d. Governance

- I will actively contribute towards improving the governance of the trustee board, participating in induction and training, and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship at Brigantes Music and, with my fellow trustees, will appoint new trustees in accordance with the agreed selection criteria.

e. Relations with others

- I will endeavour to work considerately and respectfully with all those I come into contact with at Brigantes Music. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of the trustees, volunteers, and staff of Brigantes Music are different. I will seek to understand and respect the differences between these roles. Where I also volunteer with the organisation, I will maintain the separation of my role as a trustee and a volunteer.
- I will seek to support and encourage all those I come into contact with at Brigantes Music. I recognise my responsibility to support the chair, musical director, and musicians.
- I will not make public comments about Brigantes Music unless authorised to do so. Any public comments I make about Brigantes Music will be in line with organisational policy, whether I make them as a trustee or an individual.

f. Leaving the board

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in me being asked to resign from the trustee board.
- Should this happen, I will be given the opportunity to be heard. If I am asked to resign from the board, I will accept the majority decision of a quorate meeting of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of Brigantes Music at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Signed

Name

Date



Personal Details

Name

Home
Address incl
postcode

Telephone

Home

Mobile

E-mail

Why do you wish to stand as a Trustee of Brigantes Music?



BRIGANTES

Specific skills we are looking for:

Please indicate if you have interest or experience in any of the following (check all that apply):

- Marketing and membership strategies
- Publicity and advertising
- Social media presence / interaction
- Fundraising from general sources, such as local businesses or donations
- Experience of arts council and other scheme funding
- Leading teams of volunteers to perform front of house functions
- Education and liaison with children / young people
- Experience of making music and concerts accessible, understanding, and welcoming to those who have little experience of it
- Financial management
- Liaison with other voluntary / professional musical organisations in our area
- Safeguarding

If yes, please provide more details:



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What other knowledge, skills or experience can you bring to the trustee board?

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Reference

Name				
Relationship to applicant				
Address				
Telephone	Home		Mobile	
E-mail				

Please note that all Trustees will be required to sign a Trustee Code of Conduct form, and some applicants may be required to undertake a DBS Check, such as the Treasurer.

To be eligible to be a Trustee, you **MUST** be:

- Over 16/18 years
- Not disqualified from being a trustee by having:
 - Having an unspent conviction
 - Having an offence involving deception or dishonesty
 - Having specified terrorism offences
 - Having a specified money laundering offence
 - Having specified bribery offences
 - Having contravened a Charity Commission Order or Direction
 - Having misconduct in public office, perjury, or perverting the course of justice
 - Having aided, attempted or abetted the above offences
 - Being on the sex offenders register
 - Having an unspent sanction for contempt of Court
 - Being a designated persons (under specific antiterrorist legislation)



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- Disobeying a Commission Order
 - Being an undischarged bankrupt;
 - Ever being removed from trusteeship of a charity by the court or the commissioners for misconduct or mismanagement;
 - Under a disqualification order under the Company Directors Disqualification Act 1986
- Not have any financial interests in conflict with Brigantes Music (either in person or through family or business connections) except those which you have formally notified in a conflict of interest statement.

Privacy notice – All data will be handled according to the General Data Protection Regulations (GDPR) 2018. Once the application process has been completed, we will delete / permanently destroy all unsuccessful applicants' forms. We will retain details of names and reasons for not offering a trustee post only for future reference. We will retain names and contact details of successful applicants for business related to Brigantes Music. All details will be held securely as per GDPR 2018.

On completion, please email the application form to:

admin@thebrigantes.uk

Closing date for applications is 31 May 2024 at 17.00hrs