



BRIGANTES

ORCHESTRA

Charity Number: Brigantes Music 1187752

Treasurer – 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


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

APOTHEOSIS OF THE DANCE

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


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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


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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

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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 our 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 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 all 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 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.

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?

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:

- 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.