



Trustee Information Pack

Contents

1. **About Evolve Music**
2. **Introduction to the role**
3. **What we are looking for in a Trustee**
4. **Trustee Role Description**
5. **How to apply**



Awakening creative communities...

1. About Evolve Music

Who are we?

Evolve Music is a community music charity committed to unlocking the innate musician within everyone, by engaging and inspiring communities through creative music workshops.

At Evolve Music we believe that we all have music as part of our instinctive nature and as a result of this, music has the power to influence and impact every area of our lives. As a team, we are passionate about giving everyone the chance to 'awaken' their inner creativity but know that this doesn't happen in the same way for everyone. We fundamentally believe that everyone has the right, and everyone has the ability to make music in their own way. Our workshops are open access, engaging, and unique to groups and individuals. All abilities, ages and backgrounds are celebrated within workshops and as a result, communities are brought together.

Through our work, we have seen how music is so much more than just one art form we aim to help build confidence, inspire and awaken natural creativity.

What is our Vision?

Everyone enjoys listening to and engaging with music in some way in their lives. We believe everyone has the ability to make music and be able to play/sing as part of a group. Our vision is for everyone to have the opportunity to access music making, regardless of age, ability, background or financial restrictions.

What we do?

Central to our work is the belief that everyone has an innate musical ability. We work in a creative style which draws on the ideas and skills of our participants. Instead of being focussed around reading music or perfecting instrumental skills, our workshops give the chance to freely explore sound and how to create music in a collaborative and organic way through improvisation. All of our workshops are fully inclusive to allow everyone the chance to have a go and express themselves individually as well as part of a group.

As an organisation we have 3 focus areas:

- Families
- Young People
- Adults



Awakening creative communities...

2. Introduction to the role

We are at an exciting stage of our organisational development, having secured core funding for two new roles - Programme Development Manager and Fundraiser. We feel the time is now right to recruit new Board Members as we embark on the next stage of our organisational journey.. We are seeking people that can bring new skills, experience and ways of thinking to the organisation.

We welcome applications from all sectors of the community and whilst we welcome expressions of interest from all candidates, we are particularly excited to hear from those with skills, experience and track record in any of the following areas:

- **Charity Development/Governance**
- **Business Development**
- **Marketing/Communications**
- **Fundraising**

We anticipate quarterly Trustee meetings to ensure that our charity has a clear strategy, and that our work and goals are in line with our vision. Our Trustees, in collaboration with the staff team, will set Evolve Music's strategic direction. Being a Trustee gives you the chance to influence our decision-making process and to advocate for the transformational life experiences that music can bring about.



Awakening creative communities...

3. What are we looking for in a Trustee?

Our ambition is to encourage applications from people of all ages and backgrounds, who have relevant and/or transferable skills and experience. We will provide mentoring and training for all new trustees.

Being a trustee means making decisions that will impact on people's lives. You will be making a difference to our society by supporting access to music that has the potential to transform lives. We are looking for Trustees who will use their skills and experience to support Evolve Music, helping us achieve our aims. We are also looking for Trustees that would like to come on a journey with us, learning new skills during their time on the board. There are some huge benefits and rewards in being a Trustee and for many people it can be a life changing experience, or the route to a new career path.

For more information on being a trustee see [this booklet from the Charity Commission](#).

The Trustees are responsible to all stakeholders, including the Charities Commission, Registrar of Companies, funders and other interested parties.

The Trustees are responsible for ensuring the company delivers its mission through the Strategic Plan. The Board is responsible for ensuring that Evolve Music builds its reputation through its community engagement, participation and learning programmes; increases its impact; and is financially viable. This is a non-executive leadership responsibility with a duty to safeguard the long-term future of Evolve Music. As Trustees of a Registered Charity, these positions are unpaid.

An effective board will provide good governance and leadership by:

1. Understanding its role
2. Ensuring delivery of the organisation's vision and purpose
3. Working effectively both as individuals and as a team
4. Exercising effective and appropriate control
5. Behaving with integrity
6. Being open and accountable



Awakening creative communities...

4. Trustee Role Description

Main Responsibilities

- Ensure that Evolve Music is carrying out its purposes for the public benefit.
- Act with reasonable care and skill, making best use of your skills and experience.
- Manage Evolve Music's resources responsibly. Ensure that the organisation uses its resources correctly and does not take inappropriate risks with the charity's assets.
- Ensure Evolve Music complies with their governing documentation and the law, including charity law requirements.
- Act in Evolve Music's best interests. Contribute actively to the board of trustees. Work together to make strategic, balanced and adequately informed decisions, set policy, define goals and evaluate performance.
- Make sure Evolve Music carries out the necessary statutory accounting and reporting requirements.
- Safeguard the reputation and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Monitor and ensure the financial stability of the organisation, both in the short term and long term.

Other responsibilities may include all or some of the following:

- Reading board papers in advance of each meeting and contributing to board discussions and debates.
- Representing Evolve Music at events.
- Review and approve the risk management policy once a year to ensure that it reflects changes inside and outside the organisation.
- Review and approve the business plan once a year.
- Influencing, networking and advocating for equality and inclusion in music.
- Raising relevant issues where you have special expertise.
- Comply with company policies relating to the Health and Safety.
- Comply with company policies relating to equality of opportunity and diversity at all times.



Awakening creative communities...

5. How to apply

Have questions?

You can have an informal conversation about the role via phone, skype or email with Ben Vleminckx, Chair of the Board of Trustees. Contact Ben via email at ben@evolvemusic.co.uk or phone 07807 193621.

Also, have a look at [our website](#) to find out more about our work. You'll find details of our projects under our different strands [here](#).

Ready to go?

Send us a letter of no more than 2 sides of A4 paper OR record a short video/audio application of no more than 5 minutes.

Send your applications to: Ben Vleminckx, Chair of the Board of Trustees via email at ben@evolvemusic.co.uk

