

## **Drake Music Scotland Board of Trustees - Outline of Role of Trustee (Voluntary Position) March 2019**

Drake Music Scotland (DMS) is an organisation with charitable status in Scotland (Registered Charity No. SC026908) and a 'not for profit' Limited Company (Registered Company No. SC177502) established in July 1997. DMS is currently seeking new members to join its Board of Trustees. The Board is made up of a cross-section of people with expertise and knowledge in areas such as charity governance, legal compliance and financial oversight, staff management employment and HR, policy and planning and advocacy. In addition, trustees also bring knowledge and experience in specific areas relevant to our work including the arts and music, disability and technology. Areas that it would like to strengthen currently are:

- Disability including direct personal experience of disability
- Fundraising
- Arts/Music sector
- Marketing/Media and PR
- Commercial Business Development

### **Background to the Organisation**

Drake Music Scotland is recognised as the nation's leading music and disability organisation, and is a recipient of Regular Funding from Creative Scotland. We create music-making opportunities for disabled people of all ages through an Artistic Programme of projects taking place in cultural settings and schools around Scotland and at our own base in Craigmillar, in south-east Edinburgh. We use a variety of music technologies and digital musical instruments to enable those with physical disabilities and other impairments to play music, combined with other resources such as Figurenotes notation, which uses colour and shape to simplify the process of learning to read music. We create, market and sell Figurenotes resources including software, with the proceeds going back into supporting our programme of work.

There is a core staff team of 7 and a group of around 25-30 freelance Associate Musicians who deliver projects in schools and other locations around Scotland. We have several disabled musicians and music-leaders on the Associate Musician team and also commission disabled composers to write new music for our ensembles such as our Digital Orchestra, a group of young musicians who perform using digital instruments. We consider this support for professional and emerging disabled musicians an important aspect of our work. It is funded through the PRS for Music Foundation's Talent Development programme. Our artistic programme includes three main strands:

- Centre Stage - performance projects with key partners such as the Scottish Chamber Orchestra, Sir James MacMillan's Cumnock Tryst, Royal Conservatoire of Scotland and the National Youth Orchestras of Scotland
- All Join In - a national music education programme in schools and MusicSPACE, tuition for individuals and ensembles at our base in Craigmillar and other projects in the local community
- Skills & Leadership - CPD and training courses for music teachers, musicians and students

### **Trustees' Responsibilities**

The responsibilities of Drake Music Scotland Board members include actively participating in:

- Overall governance including compliance with OSCR, Company Law and other legislation
- Upholding and reviewing the Aims and Objectives of Drake Music Scotland
- Strategic direction including reviewing and approving Business Plans/Artistic Programme
- Oversight of financial management and budgets, scrutinizing management accounts

- Regular reviews of policies and procedures including Risk Management, Health & Safety, Child and Vulnerable Adult Protection and Safeguarding, Data Protection, Communications, Environmental
- Advocating and being an ambassador for the work of Drake Music Scotland, making approaches to their contacts on behalf of the organisation
- Attending events organized by the team and other events in support of the above
- Contributing to Board development and participating in development days/training for trustees

#### **Recruitment Process and Terms of Office**

Potential trustees are invited to have an informal chat with the Chair and to meet members of the team, followed by a more formal interview with other trustees. They can attend a Board meeting as an observer before deciding they would like to commit to joining the Board. Appointments can be offered at any time during the year, and are then formalised at the AGM, which is usually held in September each year. There are currently no fixed terms of office, but this is being reviewed. Board meetings are quarterly with dates for meetings during the year agreed in advance. They take place in the early evening after working hours. Meetings usually last about two hours and take place either at the DMS base (address below) or Turcan Connell's offices in Tollcross, central Edinburgh. As well as the main Board meeting there are sub-groups including Finance and General Purposes and an IT Group. Other short-term groups or meetings are set up from time to time as appropriate. Trustees are also invited to attend projects 'in progress', performances and events. At least once a year a half-day Board/Team development event is organized, which is also a way to meet other stakeholders.

#### **Board Member Training and Expenses**

A range of training events for Board members on governance, child protection and other matters are available. DMS has a budget for training and can pay for trustees to attend appropriate events and access training online. The Trustee role is an unpaid voluntary role, but any out of pocket expenses including travel are paid on submission of an expenses claim form and production of receipts.

#### **Expressions of Interest**

If you would like to apply please send a CV and a brief email with an outline of your background to the Chief Executive Thursa Sanderson stating the reasons for your interest in the role, keeping in mind the specific areas of need outlined above. If you would like to discuss this position or have any questions you would like to ask before applying please email or phone her as below.

**Drake Music Scotland, SPACE, 11 Harewood Road, Edinburgh, EH16 4NT** [thursasanderson@drakemusicscotland.org](mailto:thursasanderson@drakemusicscotland.org)

**0131 659 4766 – General office number /0131 659 2934 – Direct dial for Thursa Sanderson**

[www.drakemusicscotland.org](http://www.drakemusicscotland.org)

**CLOSING DATE FOR APPLICATIONS – 12/4/19**