

Trustee Information Pack

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1. About Drake Music

Who are we?

Drake Music is a leading national organisation working in music, disability and technology. We collaborate with people of all ages to remove disabling barriers to music-making. Our small, friendly team works with a talented, committed community of musicians, technologists, instrument makers, learners, educators and project managers across England and beyond. Our practice is informed by the Social Model of Disability and we foster a culture of openness and inclusivity.

What is our vision?

We believe everyone has the right to make music. Our vision is a world where disabled people have the same diverse range of opportunities, instruments and networks as their non-disabled peers. We work towards a world where disabled and non-disabled musicians collaborate as equals. Non-disabled people can make music in many ways. We want the same for Disabled people. We want equal opportunities for everyone to make music.

What do we do?

We commission new music by talented disabled artists ([check this video](#) for a quick tour through one of our gigs) and engage with participants and audiences in imaginative ways, we have even created a [magical musical garden...](#)

We work in schools to get young disabled people excited about writing and playing their own music, like the [Sounds of Summer](#) track which was written using giant foam dice!

We train teachers and music leaders to use technology in their lessons and workshops and make their sessions fully accessible and inclusive.

We also design and make accessible instruments. For example, we hacked a standard electric guitar and created a brand new instrument called the [Kellycaster](#). It is a quality, concert-level piece of kit which can be played with one finger... and a serious amount of skill.

Our Commitment to Equality

Drake Music is an Equal Opportunities employer. We are committed to equality and inclusivity across all aspects of our work and organisation. We are specifically welcoming of Disabled applicants and will make any reasonable adjustments required for any part of the recruitment process, and to support you in the role. We would also like to welcome applicants from other under-represented groups including LGBTQ+, people of colour, young people and women.

2. Introduction to the role

We are recruiting new people to grow and diversify our board of trustees to include new skills, experience and ways of thinking. We want the board to demonstrate leadership through lived experience of disability. This means we particularly welcome Disabled applicants from any sector who are interested in joining the organisation as a trustee, working with us to make music accessible for all and achieve social change. Ours is a unique organisation and we can adapt this role to suit different people, skills and abilities.

Our trustees meet quarterly to ensure that our charity has a clear strategy, and that our work and goals are in line with our vision. They are our 'critical friend' and work together to set Drake Music's strategic direction, in collaboration with the staff team. Being a trustee gives you the chance to influence our decision-making process and to advocate for equal opportunities in music-making.

We employ a small team led by our Chief Executive Officer, Carien Meijer. The team includes musicians, trainers and project managers. They lead on training and consultancy, artistic development, building new instruments and educational projects. We are ambitious to grow our reach and increase our impact and would like to recruit Trustees who want help us achieve our ambitions.

We are an Arts Council National Portfolio Organisation (NPO) and are part of Youth Music's Alliance for a Musically Inclusive England (AMIE).

3. What we are 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. There are three qualities we are looking for:

- *Enthusiasm* – Love grime or can't get enough of Philip Glass? Obsessive about the latest tech or passionate that disability rights are human rights? We are hoping to find people who can put that energy into their work with us.
- *Openness* – Being a Trustee involves collaborating with the Drake Music community. This means taking part in discussions and debates, listening to and supporting others and contributing your thoughts and ideas with respect.
- *Individuality* - We know that diversity can be an organisation's biggest strength and we value different perspectives. We want people who will bring their knowledge and life experience to the role.

We want to make sure that our board reflects the communities we work with. This means we are particularly looking to connect with:

- disabled people
- young people (18-30)
- LGBTQ+ people
- people of colour
- women

We would like the skills of our new trustees to complement the skills of our current board members. We are therefore particularly keen to find people who are:

- musicians/artists/creatives
- involved in technology
- activists
- experts in intellectual property
- educators
- thinkers/writers/makers

Perhaps you have never considered being a Trustee before? There is information in the next section to help you find out more. We will provide mentoring and training for all of our new trustees.

This is a volunteer role. Our Trustees meet every 3 months for 2-2.5 hours. We also host 2 special board meetings per year, which usually last 3-4 hours. Trustees are sent information in advance of each meeting, so they are up to speed on what is going on and can have good discussions. This includes reports on our education work, marketing, artistic work, financial information etc.

4. What is a Trustee?

For applicants who have not considered being a trustee before, we thought it might be useful to include some information about the role and responsibilities.

Charity trustees are the people who share ultimate responsibility for governing the organisation and directing how it is managed and run. Some trustees have special roles, such as the chair and the treasurer. However, all trustees remain jointly responsible for the charity.

Who are our current trustees?

The Drake Music Board currently has four trustees, including the Chair and Treasurer.

❖ **Roger Vigilance | Chair**

Roger is a business leader who works in the communications and technology sector. He has a keen interest in supportive learning and has been instrumental in welcoming diversity in music in many ways.

❖ **Peter Blair | Treasurer**

Peter is Chief Operating Officer at Quadrant Chambers, one of the leading set of barristers in commercial law. His role is to ensure that chambers works as efficiently and effectively as possible and to continue to build chambers' reputation for excellence. He is a passionate amateur musician and plays bass in his spare time.

❖ **Julian Stodd | Trustee**

Julian is a writer & learning consultant, working with organisations to design more effective learning. He has a passionate interest in music, writing widely about composing and performing. Julian believes in enabling everyone to participate in the creative and social aspects of music.

❖ **Graham Griffiths | Trustee**

Graham is Head of Partnerships and Operations at the Living Wage Foundation where he campaigns for fair pay. Before this, Graham spent 10 years at Attitude is Everything, improving disabled people's access to live music for both audiences and artists.

How do Drake Music's trustees work together?

Trustees generally meet between 4-6 times a year for a Board Meeting. Drake Music has 4 regular Board Meetings and 2 Special Board Meetings (on a specific topic chosen by the Board and the CEO) each year. The Drake Music leadership team, the CEO and the Head of Operations and Finance, also attend each meeting.

Board papers and an agenda are distributed before each meeting, including the most recent financial reports and the CEO's report. There may also be submissions from staff members who have been invited to present information and take questions on an agenda item. There is often a lot to cover in a relatively short time in each meeting. Drake Music Board meetings are usually approximately 2-2.5 hours long.

Each trustee has a responsibility to read this pack in advance, in order to be able to contribute fully to the discussion and decision making. Decisions made at the meeting do not need to be unanimous. If you do not agree with a decision it is important to say so and explain why. Minutes are prepared after the meeting, circulated, and reviewed at the start of the following meeting.

It is not always possible for there to be full representation at every Board Meeting but if you are not able to attend, you must still read the Board pack and the minutes. Make sure you have your say; it is your duty and responsibility.

The role may sound daunting, but remember that you are not in it alone: trustees make decisions about their charity together. They work as a team, guided by the Chair, and are given useful information by the Management Team and staff.

Why does diversity matter?

Boards whose trustees have different backgrounds and experience are more likely to encourage debate and to make better decisions. The term 'diversity' includes the nine protected characteristics of the Equality Act 2010, as well as different backgrounds, life experiences, career paths and different ways of thinking.

What does being a trustee for a charity mean?

Being a trustee means making decisions that will impact on people's lives. You will be making a difference to our society by supporting equal access to music for all. Trustees use their skills and experience to support their charities, helping them achieve their aims. Trustees also often learn 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 new career path.

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

5. Role description

Primary Responsibilities

- Ensure Drake 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 Drake Music's resources responsibly. Ensure that the organisation uses its resources correctly and does not take inappropriate risks with the charity's assets.
- Ensure Drake Music complies with their governing documentation and the law, including charity law requirements.
- Act in Drake 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 Drake 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 Drake 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

6. How to apply

Have questions?

You can have an informal conversation about the role via phone, skype or email with Carien Meijer, Chief Executive of Drake Music. Contact Carien via email at carienmeijer@drakemusic.org or phone Drake Music's Head Office on 0207 739 5444.

Have a look at [our website](#) to find out more about our work. You'll find great videos & audio in the [Showcase](#) section and lots of discussion, sharing and resources on our [Blog](#).

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.

In your application, please let us know how we can make your interview experience accessible. And please make sure you complete our Equal Opportunities Form (see below).

Send your applications to: info@drakemusic.org

Need more time?

If you don't feel ready to apply yet, don't worry. We will be running a phased recruitment process over the coming year, so there will be other opportunities to apply a little further down the line.

In the mean time you can keep an eye on our work. Sign up for our newsletter, follow us on social media and look out for opportunities to come to events like gigs or our regular hack meets.

Dates

Closing date: 12th August 2018

Interviews: 3rd, 4th and/or 5th September 2018

7. Equal opportunities form

CONFIDENTIAL

In accordance with our policy on equal opportunities in employment, Drake Music will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Thank you for your assistance.

Equal opportunities form

Post title:	Board Trustee		
Location:	London, UK		
Full name:			
1. Gender:			
2. Age:			
3. Marital status:			
4. Do you have responsibility for dependants? (Dependants relates to children, or elderly people or other persons for whom you are the main carer.) YES / NO			
5. Do you identify as disabled? YES / NO			
6. Can you tell us about any disabling barriers you may face?			
7. Nationality:			
8. Race/Ethnicity:			
9. Where did you see this post advertised?			
<p>Data protection: Information from this application may be processed for purposes registered by Drake Music under the Data Protection Act 1998. Individuals have the right of access to personal data held about them, on written request (and on payment of a fee).</p> <p>I hereby give my consent to Drake Music processing the data supplied in this form for the purpose of recruitment and selection.</p>			
Applicant's signature:		Date:	