

**English
Folk**
DANCE & SONG SOCIETY

**CECIL SHARP
HOUSE**

**THE ENGLISH
FOLK DANCE
AND SONG
SOCIETY**

*Championing the folk arts
at the heart of England's
rich and diverse cultural landscape.*

**Trustee/Director
Recruitment**

May 2024



Contents

Welcome from
Chair and CEO

Mission

About

Developments

Future Plans

Role

Terms of
Appointment

How to Apply

Vaughan Williams
Memorial Library

Welcome from Chair and Chief Executive

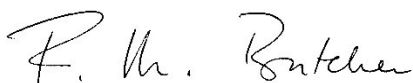
Thank you for your interest in becoming a Trustee/Director of the English Folk Dance and Song Society.

The Trustees and professionals who work together to deliver the objectives of the charity believe passionately that the cultural heritage of all who live in England, past, present, and future, should be both preserved and developed. A cultural heritage that stands still becomes less and less relevant. It is vital that the objectives of EDFSS continue to be relevant so that it can represent all the people of England.

EFDSS has gone through many changes during the past 15 years and has developed a skilled, diverse, and professional Board. The Chief Executive and her team are relentless in their desire to deliver excellence in all they do, and the results speak for themselves – something we and the Board are very proud of. This is an organisation that delivers all over England and the ambition is there to do even more.

The variety of activities that EFDSS engage with are incredible in their breadth and range from a world-class library with digital global reach, a London arts performance space, national educational activities for both young people and educators, support for professional folk arts practitioners, the National Youth Folk Ensemble, commissioning of performances – the list goes on and on.

If you feel passionate about taking the folk arts of England to an ever-wider audience and public and helping this incredible organisation to go to the next stage of both its development and national recognition then we look forward to hearing from you.



Fiona Butcher, Chair



Katy Spicer, Chief Executive and Artistic Director

Our mission is to...

- promote, preserve, and develop the folk arts;
- provide national outreach activities that enable and increase access;
- be a centre of excellence of the study, practice and dissemination of English folk song, dance, and music; and
- celebrate diversity and promote equality.

...through programmes of performance, learning and creativity

- at our venue, Cecil Sharp House;
- through our library and archive, the Vaughan Williams Memorial Library;
- through our extensive online resources; and
- across England and beyond, often in partnership with arts, education, and heritage organisations.



EFDSS President, musician Eliza Carthy

About Us

The English Folk Dance and Song Society (EFDSS) is the national folk arts development organisation for the folk arts of England. We were formed in 1932 by the merger of two organisations, the Folk-Song Society, founded in 1898, and the English Folk Dance Society, founded by Cecil Sharp in 1911. We are a Charity registered in England and Wales (number 305999) and Company Limited by Guarantee (number 297142).

We are multi-faceted, running an arts venue, library and archive, national learning and artists' development programme, and lobbying and advocating on behalf of the folk arts sector. Our unique 1930 Grade II listed arts centre, Cecil Sharp House in North London, was purpose built for the Society and is home to an annual programme of events (concerts, social dances, educational activities, conferences) and to the Vaughan Williams Memorial Library which is the designated library and archive for the folk arts (Museums, Libraries and Archives Council designated status award 2011). Cecil Sharp House is owned outright by EFDSS.

We deliver a national programme of learning and participation activities for all ages and abilities, and teacher and educator training. Our artists' development programme encourages and supports creativity and encourages exploration of the folk arts through creative bursaries, performance, commissions, residencies, and other activities. We have developed the largest freely available digital on-line archive of folk materials, and a growing on-line free Resource Bank for teachers and educators. Our acclaimed National Youth Folk Ensemble (founded in 2016) celebrates excellence in youth folk music and encourages progression from earliest grassroots activity in schools and community settings on to lifelong engagement.

EFDSS is also a membership organisation with c2500 individuals, clubs, arts, and academic organisations as members, primarily from the UK but also world-wide. We strive to be a voice for the folk arts, promoting positive images of our own activities and those of the wider folk sector.

The Board of Trustees/Directors currently numbers nine individuals (maximum membership is 12 elected and four appointed) with experience in the law, libraries, heritage, digital, education, performance/creativity, and finance. (efdss.org/about-us/who-we-are/board).

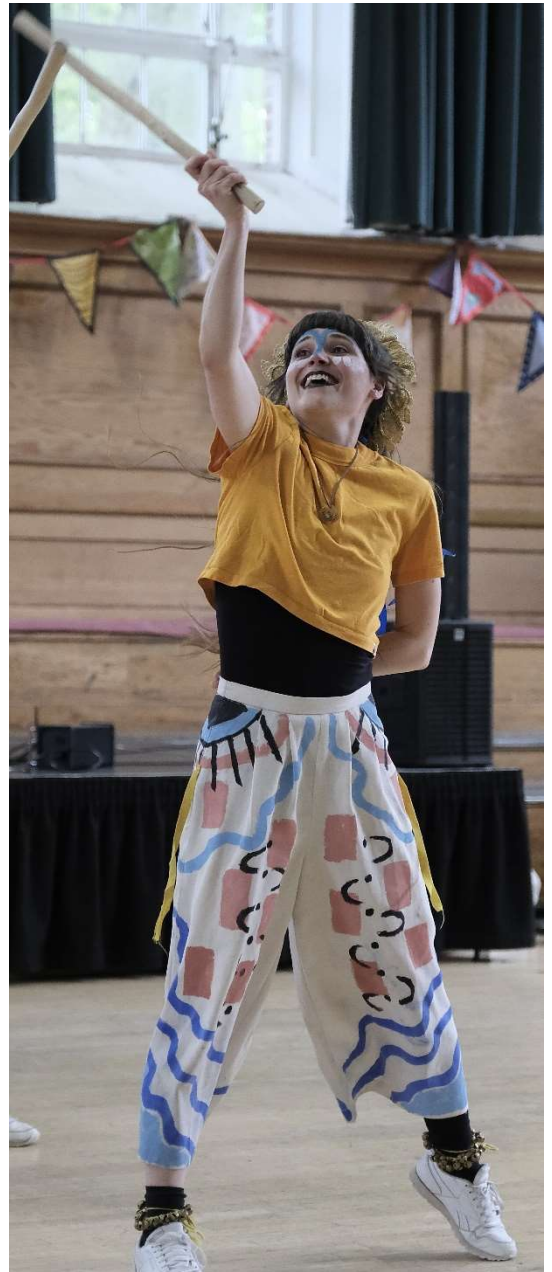
The staff team of 31 (21 full-time equivalents) is led by the Chief Executive and Artistic Director and includes five department heads – Business Development and Operations, Education, Finance, Library and Archive, and Marketing and Communications, and a new post of Philanthropy Director from summer 2024.

Over the past 15 years, activities have expanded several-fold and as a result, turnover has risen by c75% since 2008 through increased income from grants and individual giving, and earned income from ticket sales, courses and classes, venue hire and café/bar. Turnover for the year ending March 2023 stood at £1.48m and estimated turnover for the year ending March 2024 is £1.41m.

Developments

Highlighted below are some of the key developments in EFDSS's recent journey:

- The establishment of a national education programme, including the creation of the London Youth Folk Ensemble and National Youth Folk Ensemble.
- The establishment of a national artists' development programme which includes showcase platforms, creative bursaries, residences, and commissions.
- Becoming an Arts Council England National Portfolio Organisation (NPO) in 2009.
- The designation in 2011 of the Vaughan Williams Memorial Library by the Museums, Libraries and Archives Council.
- Critically acclaimed commissions including the Cecil Sharp Project (2011), The Full English (2014), Within the Waves (2015), The Elizabethan Sessions (2016) and Rising Up: Peterloo (2018).
- Creating the world's largest online and freely available archive of folk materials through projects accompanied by national outreach programmes with schools, families, and adults, and funded by the National Lottery Heritage Fund.
- Establishing the Inclusive Folk Programme for young people with disabilities, supported by the Postcode Community Trust and John Lyon's Charity.
- Over £1m of capital improvements to Cecil Sharp House to create step free access (lift to all floors), other access improvements, and restore our historic Kennedy Hall and Library.
- Awards from the Mayor of Camden Unsung Music Heroes 2011; International Association of Music Libraries Award 2011; Music Teacher Awards for Excellence for the Best Digital/Technological Resource 2016 for our online teaching Resource Bank; Folk Alliance International Lifetime Achievement Award 2016.



Boss Morris at May in a Day!

Future Plans

Financial Model

Although the organisation has been successful at increasing both its earned income and income from fundraising over the past 15 years, the effects of inflation, standstill grants from Arts Council England (ACE) for over 10 years, and a 32% reduction in ACE funding from April 2023, has left the organisation needing to develop a new business plan to ensure financial stability while continuing organisational growth over the coming years.

Through prudent management, estimated free reserves as of 31 March 2024 will be c.£400k and restricted and designated cash reserves of c£1.6m (including a nominal value for Cecil Sharp House). A successful application to ACE is providing EFDSS with £314k over three years (2023-26) to support core costs and the capital development of new spaces at Cecil Sharp House for use by EFDSS and for hiring. This capital development will help to increase earned income and mitigate the reduction in the ACE grant.

Governance

The organisation was created in 1932 as a membership society which is run on behalf of its individual voting members. The governance model of EFDSS needs reviewing in order to maximise the potential of income generation from a range of sources and fully support the future needs of a professional arts organisation.

Fundraising

We have an expanding focus on individual giving programmes and legacies alongside development of how and what membership means, using extensive data collected through the Spektrix Customer Relationship Management (CRM) system. The part-time post of Philanthropy Director is being created this summer to increase opportunities in this area of income generation.

Creative and Learning Plans

We will continue to develop the diversity of professionals and amateurs engaging in and with the folk arts through:

- Folk Discovery – exploring the range of folk traditions currently practiced in England;
- Inclusive Folk Programme – further expanding this programme;
- Development programmes to support artists' creative development;
- Continue to expand and diversify the National Youth Folk Ensemble (pictured below).



The Role

EFDSS is seeking three Trustees/Directors to join its Board with the potential for one of the new appointees to become the Deputy Chair. This is a wonderful opportunity for the right people to work with this unique organisation and support the development of EFDSS as *the* national development organisation for the folk arts.

Following an annual skills and demographics audit of the current Board of Trustees/Directors, we are looking for individuals with professional experience and knowledge in:

- Finance
- HR
- Business/Entrepreneur

together with:

- an enthusiasm and support for the aims and objectives of EFDSS;
- a belief in the power of culture and education to transform and enrich people's lives and a commitment to support the work of those involved in it;
- a demonstrable commitment to equality, diversity, inclusion and widening access.

We have strived to diversify the Board and make it representative of 21st Century Britain and welcome applications from traditionally under-represented peoples. As a national organisation, we also encourage applications from people living anywhere in the UK.

If you are interested in applying but do not possess the experience in the above areas, do please contact us as future vacancies may require other experience.

Articles of Association and Memorandum of Association:

efdss.org/images/present/Docs/Documentation/ArticlesOfAssociationNovember2021.pdf

Annual Reports and Accounts: efdss.org/about-us/who-we-are/annual-reviews

To be a Trustee/Director your will have:

- A willingness to meet the minimum time requirement and engage in training as and when required.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- An understanding of the principles of equality, diversity, and inclusion.
- A commitment to EFDSS' vision, goals, and values.
- A willingness to respectfully speak their mind.
- Good, independent judgement.
- An ability to think creatively.
- Strategic vision.
- Enhanced DBS certificate or willingness to acquire one.
- A willingness to use contacts and network for the benefit of EFDSS.

Induction and Support

New Board members will be given an induction, including time with EFDSS staff and other board members.

As a Trustee your responsibilities will be:

- being a legal director of the company and a trustee of the charity, and those related responsibilities;
- ensuring decisions taken at board meetings are implemented;
- overseeing good practice and compliance;
- scrutiny of decisions and finances;
- building connection and opportunity;
- helping to fundraise and cultivate financial supporters;
- challenge and advise;
- support and champion equality, diversity, and inclusion throughout the organisation and in the wider folk sector;
- ensuring all policies and procedures are regularly updated and enforced;
- support the Chair and through her the staff team;
- be an advocate and champion for EFDSS and the folk arts.

Trustees are expected to:

- have read board papers for each meeting and contribute to discussions;
- attend in person board meetings (four times yearly, scheduled in advance, held in London);
- be willing to join subcommittees and working parties (on Zoom/in person);
- attend events and activities run by EFDSS at Cecil Sharp House and at other locations.

Eligibility

Before you apply, you should make sure that you are legally able to become a trustee. The following is from the gov.uk guidance on being a trustee:

- You must be at least 16 years old in order to be a trustee of a charity that is a company.
- You must not be disqualified from being a company director.
- You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualify reasons table and include:
 - Being bankrupt or having an individual voluntary arrangement (IVA).
 - Having an unspent conviction for certain offences (including any that involve dishonesty or deception).
 - Being on the sex offenders register.
- You must have or be willing to have an enhanced DBS certificate.
- You must be properly appointed following the procedures and any restrictions in the charity's governing document.

Legal information

Our information can be found at Companies House. EFDSS is committed to safeguarding the welfare of our staff, our volunteers, our partners, and the people involved in our activities.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order

1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Terms of Appointment

We are seeking to appoint new Trustees/Directors at our Annual General Meeting in November 2024.

Trustees/Directors are elected for a period of three years, following which they may stand for re-election for a second period of three years. Once one year has elapsed following a full six year term of office, a Trustee/Director is eligible for re-election.

Meetings currently take place in person on Saturdays (March, September, and November) with the June meeting taking place on a week day and is attend by the full Senior Management Team. Meetings are held at Cecil Sharp House or London venues close by. The AGM takes place on Zoom.



Folk Dance Remixed, EFDSS Associate Company

How to Apply

Applicants should submit a CV and a covering statement to explain why they are interested in joining the EFDSS Board eg skills, knowledge and experience they can bring, and what they would personally like to receive from being a Trustee/Director.

This should be emailed to trustee@efdss.org by midnight on Monday 1 July 2024.

For an informal conversation with either the Chair or Chief Executive prior to applying please email Katy Spicer at katy@efdss.org.

All applicants will be contacted by the end of July.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to UK GDPR guidelines, we are only able to process your Special Category Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Cecil Sharp House, 2 Regent's Park Road
London NW1 7AY
efdss.org

Detail from the Ivon Hitchens mural in Kennedy Hall (1954)