

## Trustee role description

The National Youth Brass Band of Great Britain (NYBBGB) is a Registered Charity. It is governed by a Board of Trustees operating in compliance with Charity Commission guidance on good governance.

### 1. Supporting principles

The Board of Trustees has and must accept ultimate responsibility for directing NYBBGB's affairs, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.

### 2. Strategic direction

Trustees should focus on NYBBGB's strategic direction and avoid becoming involved in day to day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

### 3. Trustee performance

All Charities have a public benefit responsibility and in carrying out their role NYBBGB's Trustees are expected to adhere to the following principles.

**Selflessness:** Trustees should act solely within the objects for which the charity was established.

**Integrity:** Trustees must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Trustees must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Trustees are accountable for their decisions and actions and must be willing to submit themselves to the highest levels of scrutiny necessary to ensure this.

**Openness:** Trustees should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Trustees should be truthful.

**Leadership:** Trustees should exhibit the principles above in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

### 4. Trustee Responsibilities Statutory Duties

- To ensure that the NYBBGB complies with its governing documents, charity law and any other relevant legislation or regulations.

- To ensure that the NYBBGB pursues its objects as defined in its governing document.
- To ensure the NYBBGB uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the NYBBGB.
- To ensure the effective and efficient administration of the NYBBGB.
- To ensure the financial stability of the NYBBGB.
- To protect and manage the property of the NYBBGB and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive Officer and monitor their performance.

### **5. Other Trustee responsibilities**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the NYBBGB's Board reach sound decisions and ensure the organisation fulfils its objects. This will involve:

- Attending Board and other NYBBGB meetings as appropriate.
- Participating in one or more Board sub groups as required.
- Scrutinising board papers and other communications.
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise.
- Abiding by NYBBGB's policies and procedures including but not limited to Safeguarding and Child Protection, EDI and Data Protection Policies, ensuring these are effectively implemented.
- Acting as a signatory on behalf of NYBBGB, when mandated by the Board to do so.
- Participating in activities to promote NYBBGB to our beneficiaries, funders and the wider public.
- Contributing on other issues or areas of special expertise.

### **6. Person Specification and Requirements for this role**

- A commitment to the aims and values of NYBBGB.
- A passion for brass banding and the development of young musicians.
- Ability to provide the level of commitment required for this role.
- Experience of operating at board level
- Ability to work as a team.
- Knowledge or experience in the following areas –
  - Music Performance
  - Music Education
  - Funding Development
  - Audience Development
  - Performing Arts Management
  - Financial Management
  - Organisational Governance
  - Equity, Diversity and Inclusion
  - Safeguarding, Health and Wellbeing

- Risk and Control
- Public Relations and Communication