



# Trustees

## What is a Trustee?

A Trustee is a volunteer who serves on the governing body of a charity which is responsible for the general running of the organisation. It's a vital and stimulating role, ensuring the charity is not only reaching its goals, but is forward-thinking and running as efficiently as possible.

## Expectations

- **Going to Board meetings:** You should aim to attend all Board meetings. We understand that sometimes it's necessary to miss one once in a while, but there should be a good reason and you should give us as much notice as possible.
- **Answering messages:** We tend to use email and WhatsApp to communicate with one another. We can communicate in a way that works for you if you prefer, but it's important to reply quickly and stay in touch.
- **Helping out:** Since we don't have staff, the Trustees do everything. It's up to all of us to put our shoulder to the wheel to make things happen. Know what your colleagues are up to, and join in to help out when you can.

## What do our Trustees do?

We want Trustees to bring their own experiences and skills to their time working with us. Each Trustee makes their own unique contribution but there are some things that all Trustees need to do:

- Make sure the Music Education Council has a clear plan to meet the goals set out in its governing document and works towards meeting those goals
- Make sure the charity follows all rules that say how it should be run
- Make sure the charity only uses its money and resources to meet its goals and not any other activities, even if they seem very positive or rewarding



- Make sure any targets or goals set are realistic, and that the charity regularly checks its progress in meeting them
- Look after the wellbeing of those who are linked with the Music Education Council. This includes the young musicians, those who work for the charity (paid and unpaid), and the Trustees
- Do all they can to make sure people have a positive experience of the charity
- Make sure the charity is run well, and has the right arrangements in place to show how it does this
- Make sure the charity has the right resources it needs to run. This includes having enough money to meet its goals
- Prepare for Board meetings by taking time to read documents
- Play a proactive role in working groups and sub-committees

## Person Specification:

Each Trustee must:

- Be a passionate advocate for MEC's vision to create **“A future where music education enables everyone to connect, grow, and thrive”**
- Work to achieve MEC's mission **“To nurture an environment where educators can support everyone to connect, grow and thrive through music.”**
- Be committed to MEC's values of:
  - **Equity:** Equitable access and inclusion to music education for everyone.
  - **Diversity:** Embracing diverse music experiences and perspectives.
  - **Community:** Working together to build a supportive music education environment.
  - **Sustainability:** A focus on safeguarding the future of music education.
- Value others who may not have the same experiences or way of thinking as them
- Be able to speak their mind and listen to the thoughts of others
- Work well in a varied team of people
- Be willing to spend the time and effort needed to fulfil the role of Trustee
- Be able to make careful decisions based on the information they are given
- Understand and accept the legal responsibilities of being a Trustee