



# Trustee Recruitment Information

## Welcome

The Music Education Council (MEC) are seeking trustees to join the Board at an exciting time for the organisation. Our vision is a world where music education enables everyone to connect, grow, and thrive. If you care about this too, we'd love to hear from you.

MEC are looking for individuals that want to make an important contribution to music education across the UK. We are looking to represent all perspectives and are specifically seeking applications from people of colour and disabled people.

## Deadlines and dates

- The deadline for applications is 5pm on the 14 June 2024
- Candidates will be informed on 21 June 2024 if they are invited to interview
- Interviews will take place online during the week beginning 24 June 2024

## Being a Trustee at MEC

A Trustee is a volunteer who helps run a charity by being part of a group called the 'Board'. Charity Trustees are responsible for making important decisions about how the charity is managed. This role is very rewarding and a great way to support an organisation that does amazing things!

As a trustee, you'll use your skills and experience to help the Music Education Council achieve its goals. You'll work with the Board to carry out its annual plans, which include tasks like administration, marketing, and organising events. Trustees also promote and support the work of the charity.

You don't need to have been a Trustee before. Our Board is a friendly and supportive group with people from different backgrounds. We offer training and support to help you in your role.

## How long?

It is usual for Trustees to sit on a board for a minimum period of 3 years. Many trustees decide to stay for a second term of 3 years.

### **How much time will it take?**

Trustee board meetings take place 4-5 times a year. Meetings last 1.5hrs. We like to meet in person at least once a year, but most meetings are online. You will be asked to attend conferences, seminars, and events and to join and contribute to various subcommittees or working groups. MEC trustees take an active role in the administration, marketing and delivery of events.

### **Is it paid?**

As the role is voluntary, being a trustee is not a paid position. We are however able to consider reasonable expenses including costs for a carer to support you to fulfil your duties as a trustee, travel and other costs of attending meetings, and providing childcare or care of other dependants while attending to trustee business.

### **How accessible is it?**

We take our responsibility to combat barriers to access and participation extremely seriously and work hard to identify and address any barriers that our organisation presents to people. We are happy to change the way we do things to ensure that everyone can participate meaningfully.

Current accessible working practices include:

- Speaking with all applicants about their access requirements
- Sending out interview questions ahead of time
- Using Google Workspace, a digital system that supports screen reader and keyboard shortcuts
- Online meetings using Zoom
- Sending out meeting minutes 2-weeks ahead of meetings

### **Person Specification**

We are interested in hearing from people with a passion for music education and with knowledge and experience that might include the following areas: de-colonisation of the music curriculum, accessible musical provision, music education, music and wellbeing, the music industry and teaching.

Each trustee must:

- Be committed to MECs mission and values
- Be able to commit time and energy
- Be open to different perspectives and ideas
- Be able to speak their mind and listen to the thoughts of others
- Make careful decisions based on the information they have

### **Our Work**

MEC unites organisations and individuals working across music education and the music industry. We bring individuals and organisations together to exchange ideas, explore best practice, and influence policy. We are at our best when challenging conventions, tuning out the noise and seeing the big picture. Our world-class seminar programme covers music education in all its forms, in every kind of setting from health and wellbeing to classrooms and careers.

Although MEC is a small membership organisation we work well beyond our size engaging with hundreds of teachers, music practitioners, community musicians, concert venues, schools, academics, researchers, and musicians. Our unique annual seminar programme explores themes and subjects that sit at the heart of music and its relationship to people and society more broadly. Recent and planned seminars include:

- Race and music education
- Disability taking the lead
- Race, Disability & Intersectionality
- Unconscious Bias & Artificial Intelligence

Equity and inclusion are central to the work of MEC. All too often, the music education sector and the music industry are institutionally and systemically exclusionary. We need this to change. ***Everyone*** should have the opportunity to connect, grow, and thrive through music education. MEC is dedicated to making this vision a reality.

## Applying

To apply, we need two things from you:

1. A covering letter of approximately 500 words explaining why you are applying to be a Trustee at MEC.
2. Some 'Additional Information' including your name, pronouns, education, volunteering and/or employment history.

If possible, we ask applicants to provide all of this information using two forms we have created. These are in the recruitment pack that accompanied this document. Please get in touch if you don't have access to those forms for some reason.

All documents are provided as Microsoft Word files but can be opened using free software such as LibreOffice. If you need assistance in completing the forms, need them in a different format or would like to provide your information in another way (for example an audio recording or video) please get in touch.

If you would like to discuss the Trustee role before applying, please contact our chair Barry Farrimond-Chuong on [barry.farrimond@mec.org.uk](mailto:barry.farrimond@mec.org.uk).

- Once you have filled out the forms, please return them to our chair Barry Farrimond-Chuong at [barry.farrimond@mec.org.uk](mailto:barry.farrimond@mec.org.uk)
- **The deadline for applications is midnight on the 16 June 2024**
- Candidates will be informed on 21 June 2024 if they are invited to interview
- Interviews will take place online during the week beginning 1 July 2024

## FAQs

*How will you avoid unconscious bias when shortlisting?*

The shortlisting team will only have access to the text from your covering letter when shortlisting. They use this to shortlist because it doesn't contain your name, pronouns, education or employment history. This helps remove unconscious bias from our decision making.

*I have caring responsibilities and/or personal circumstances that impact my availability. Can you be flexible?*

Yes. We understand that people have personal lives and these can impact on their time and availability. We will always be as flexible as we can be to support Trustees to balance the role with their personal lives.

*Will I have to attend the interview in person?*

No, we will be holding interviews online using the Zoom video call service. If you would prefer to meet in person, or to use a different video call service that may be more accessible or familiar for you please get in touch to discuss options.

*What can you do to make the interview process accessible?*

If you are invited to interview, we will ask if you have any access requirements and will meet those as best we can. In addition, interview questions will be sent out a few days before the interview takes place. This is to give you time to consider the questions, carry out any research and give us your best answers possible. We are very happy for you to bring notes or make notes during the interview.

Please contact us if you would like to suggest any other ways we can help you to give your best in the interview.

*There are gaps in my employment history due to childcare, ill health or another reason. Will this count against me?*

No. We recognise people have complicated lives for all kinds of reasons.

*I'm a student, or at an early stage of my career, is it worth me applying?*

Yes, please apply. Expertise and experience come in many forms and from all kinds of experiences, settings and situations.

*Do I need to be a member of MEC?*

No, if you are offered a position as trustee, you will be given a year's free membership.