

OneSound Chair of Trustees Job Description

OneSound (formerly MAYC Orchestra and Singers) is one of the UK's leading Christian worship youth choirs and bands. We host weekends packed full of music, prayer, and fellowship, where we help young people aged 16-26 to grow as musicians, leaders, and disciples of Christ so they can share their God-given musical gifts to inspire the wider church and community.

Summary of the Role

OneSound is currently seeking to recruit a **Chair of the Board of Trustees** to lead the ongoing work of the charity in consultation with the already existing board members and teams (Finance, Marketing, Media and Events & Safeguarding). This is an excellent opportunity to be actively leading and shaping the work of a young, dynamic and current Christian charity with a national reach.

We are particularly interested in hearing from you if you have a proven ability to communicate and explain financial information to members of the Board and other stakeholders or if you have previous experience in youth work and developing programmes of youth work on a national level. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship is also desirable.

Trustees are appointed on a **voluntary basis** and required to commit to a minimum term of appointment of 3 years. Board meetings currently take place virtually up to 6 times per year but we will hope to meet in person in the coming months. Trustees also have the opportunity to contribute to the work of our organisation outside of board meetings in a range of ways depending on their skillset. As the Chair you will be asked to oversee all the aspects of the charity and help guide the individual teams which will include attending specific meetings with each team as well, either virtually or in person.

Role Description & Person Specification

Role Description

The Chair of Trustees will oversee all of the areas that run OneSound day to day. This includes but is not limited to; all financial matters of the charity in line with good practice and legal requirements including funding, the marketing of individual seasons, the safeguarding development as we look to expand our work and the communication and organisation of all things related to the governance of the charity.

The Chair often has the final say on a lot of matters discussed at board meetings but all trustees are jointly and severally responsible for the administration of the charity. The Chair will also be expected to attend as many events that the charity produces in person as possible. Events are held nationally across the entire UK so you must be willing to travel away from home for a maximum of 4 days at a time. The Chair will also be responsible for liaising with potential host venues. This means completing and going through all documentation, ensuring deposits are paid for on time and that the event coordinator for the specific event ensures all event plans are concluded on time including; site visits for the technical team, sleeping arrangements for members, food for the weekends and timings for the events.

As OneSound is a Christian charity, the Chair must also be responsible for ensuring the board undertakes all tasks with the ethos of the charity in mind.

The Chair of Trustees is accountable to the Board.

Duties and Responsibilities

The Chair of Trustees should adhere to the role description of a trustee / director and in addition has the following responsibilities:

Main responsibilities:

- To lead the Board and oversee the appropriate presentation of budgets, accounts, management accounts and financial statements.
- To ensure that financial resources are spent in accordance with the charity's policies, good governance, legal and regulatory requirements and ethos
- To act as a figurehead for the charity in public facing events
- To oversee the development and implementation of any plan the Board might put in place
- To maintain an overarching view of all activities of the charity

Main duties (Financial):

- Liaising with the Finance team and supporting on financial matters
- Supporting the Board to monitor the financial viability of the charity
- Creating, in conjunction with the Board, sound financial processes and procedures for the control of the charity's assets in partnership with the Finance team
- Advising on the financial implications of the charity's strategic plan
- Reviewing the annual accounts in collaboration with the Finance Team and, where applicable, liaising with the charity's external accountants to ensure the accounts are compliant with the current charities' SORP
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with the charity's objects

- Acting as a counter signatory on charity cheques and any applications and receipts of funding (if necessary or mandated)
- Acting as a medium between the Finance team and the Members Secretary to ensure that member subs are all accounted for and paid on time
- Actively seek out potential funding opportunities for OneSound and prepare funding bids with the finance team where appropriate
- Keep track of Gift Aid donations and collect the payment when due of Gift Aid

Main duties other than financial:

- Liaise regularly with the Artistic Director on any plans they might have
- Liaise regularly with the Chaplain on matters relating to safeguarding and wellbeing of members of OneSound
- Liaise with the Marketing, Media and Events (MME) team regularly to implement all plans relating to events or projects the charity undertakes
- Liaising with the Member secretary to ensure that information regarding events has been sent on on time to all members of OneSound
- Organising and conducting Board meetings including producing agendas
- Organising and conducting the Annual General Meeting (AGM) of the charity and ensuring all members are made aware of the AGM in advance
- Acting as a figurehead for the charity in public facing spaces where present and also via email to potential venues, members or marketing opportunities
- Driving the recruitment of new members for OneSound including contacting potential marketing opportunities with material passed on by the MME team
- Monitoring and managing the **hello@onesound.org.uk** email address for any correspondence including invitations for events at venues nationally, enquiries from potential new members and any other business
- Acting as a first point of contact for any potential new members and passing them to the Artistic Director when appropriate
- Liaising with all potential host venues to arrange weekends from start to finish including accepting deposits

Person Specification

General

- Understanding of OneSound's operating environment and the key governance requirements for board members

Strategic Leadership

- Ability to analyse the environment, set and prioritise objectives
- Ability to make own views known and make decisions in a group environment and in line with strategic objectives
- Ability to analyse situations and make final decisions if needed

- Design creative solutions to problems the Board may face

Communication

- Ability to listen intently, carefully, and objectively
- Ability to convey ideas, information, and opinion clearly and concisely

Teamworking

- Supportive of fellow board members and members of OneSound
- Ability to challenge the views of others appropriately
- Ability to build relationships with a wide range of stakeholders
- Ability to resolve any disputes if needed

Supporting Information

- Member of the Board of Trustees
- Attending (and reporting at) Board Meetings
- Attending OneSound hosted events where possible
- Experience in financial management and fundraising highly desirable
- Experience in Safeguarding highly desirable
- Experience in Youth work within the Church desirable
- Attending and conducting the AGM every year

To apply please email your CV and covering letter to Sam Smith, Marketing Media and Events Trustee on sam@onesound.org.uk or Martin Sykes, Chair on chair@onesound.org.uk

Application deadline is 1st September 2021