

## Cambridge Summer Music: Trustee job description - Finance

Since 1980, Cambridge Summer Music (CSM) has brought world-class music and musicians to Cambridge for the enjoyment of everyone in the city and the wider area.

CSM's annual Summer Music Festival makes an important contribution to the cultural life of our great city, with a programme of high-quality concerts in the second half of July including performances by outstanding soloists, chamber ensembles, choirs, orchestras and bands. Each year, CSM entertain around 15,000 local, national and international concert-goers of all ages and backgrounds.

We also present popular annual Spring and Christmas concerts, and support talented young artists through new music commissions and performance opportunities. All of our concerts are presented in historic and beautiful venues, including College chapels, city churches, concert halls and the Cambridge University Botanic Garden. These venues offer opportunities for audiences to visit and experience wonderful Cambridge places and spaces, such as College chapels and precincts, to which they might otherwise have little access. CSM is committed to scoping a new vision that aims to serve a wider cross-section of the Cambridge population, putting quality and access at the heart of a new strategy.

**Role:** Trustee - Finance

**Reports:** None (in some cases senior staff may report to sub-committees which you Chair)

### 1. Role Summary

- As a member of the Board responsible for the overall governance and strategic direction of Cambridge Summer Music.
- Together with the Board ensures that the organisation pursues its objects as defined in its articles of association and complies with charity law, company law and other relevant legislation/regulations.
- Works with the Chair to support the Festival Director and employees, helping them achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.
- This role has particular responsibility for Finance and contributes in particular to those discussions at board meetings
- Has overall responsibility for chairing any Finance sub committees that the Finance trustee deems necessary.
- Supports the Festival Director in long term Financial planning and advises on any structural Financial changes to Cambridge Summer Music.
- Supports the Festival Director in presentation of Finance papers to the board.

## **2. Main Responsibilities of a Trustee**

As an active member of the Board support the Chair to:

- Formulate strategic plans and regular review of long-term strategic aims of the charity.
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Participate in annual review of Board structure, role, and staff relationships and ensure implementation of agreed changes/developments are carried out.
- Work as a member of the team of Trustees to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with trustees and the Festival Director through review and self-reflective evaluation of contributions and effectiveness of the board.

In relation to the community and code of conduct:

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Foster relations with potential clients and potential funders/donors.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.

## **3. Qualities of a Trustee**

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Experience corporate finance at a senior level.
- Accountancy qualifications.
- Experience of working with auditors.

## Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of governance meetings, committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period of change.

## 4. Time Commitment

- The Board meets at least 4 times a year and Trustees are expected to be available 4 times in a year.
- To be available to the Festival Director and other Trustees as necessary.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- Attendance at Festival events as appropriate.

To apply, please send a CV and covering letter explaining why you would like to be considered for the role of Trustee to the Chair of Trustees, Henry Edmundson ([henry.edmundson@cantab.net](mailto:henry.edmundson@cantab.net)) by the end of the day Friday 22nd April. The Chair of Trustees will be in touch with all applicants within two weeks of this deadline.