



Role Description for the Trustees of Youth Music

Trustee Role Profile	Person Specification and Time Requirements:
Role Purpose	<ul style="list-style-type: none"> • Ensure the mission and purpose of the charity is maintained. • Determine the overall direction and development of the charity through strategic planning and good governance. • Act as an enthusiastic ambassador for the charity. • Ensure that the charity and its representatives operate within all legal and regulatory requirements and in line with Youth Music's governing document.
Strategy	<ul style="list-style-type: none"> • Contribute to the strategic planning process to ensure the charity is delivering on its mission and purpose. • Oversee and review progress in achieving the aims and objectives arising from the strategic planning process.
Development	<ul style="list-style-type: none"> • Be pro-active in developing the charity's network of support in the private, public and third sectors through representation and linkages with key influencers and decision makers. • Support the charity's fundraising strategy by assisting in the cultivation and stewardship of potential and existing donors.
Governance	<ul style="list-style-type: none"> • Ensure the charity is operating within its means through the setting and monitoring of financial parameters. • Ensure that effective systems are in place for internal financial control, insurances and the protection of Youth Music's funds and assets. • Maintain and review an appropriate reserves policy for the charity. • Agree and oversee the annual budget. • Ensure audited accounts are produced annually and submitted on time to Companies House, the Charity Commission, Arts Council England and other funding bodies as required. • Appoint bankers for the charity.
Compliance / Legal Duties	<ul style="list-style-type: none"> • Take appropriate professional advice in all matters where there may be a material risk to Youth Music, or where the trustees may be in breach of their duties. • Maintain confidentiality about all aspects of the trustees' business. • Ensure compliance with relevant legislation including Health & Safety, the Bribery Act and the Charities Act. • Ensure the charity and its activities operates within all safeguarding legislation for children, young people and vulnerable adults.

