

## **BOARD MEMBER/TRUSTEE VACANCY**

### **Three Choirs Festival: Member-elected Director**

**Closing Date: 12 noon, Friday 18 September 2020**



The Three Choirs Festival Association seek to appoint a member-elected Director of the Three Choirs Festival Association.

This trustee will join a Board of Directors who oversee the strategic direction of the organisation and delegate day-to-day delivery of the festivals to the organisation's professional administrative team, who also liaise with local festival committees. Members of the Board set the strategic direction and policies of the organisation in close collaboration with the Chief Executive. They act as ambassadors for the festival, liaise with the central office to maximise fundraising opportunities and help to raise the festival's profile and develop links with other organisations. They approve the development of plans for the festival, providing feedback and support to the Chief Executive who manages the detail and delivery of charity's work. The Board have recently reviewed the charity's mission, vision and values which are outlined at the end of this document. The board has identified that experience and expertise in developing inclusive and/or digital strategies would be welcome additions to Directors' present skill sets, and applicants who have experience in either of these areas are encouraged.

The existing trustees are committed to welcoming people of all backgrounds onto the Board as they seek to develop diversity and inclusion across the charity and its beneficiaries. They would welcome applications from those who are presently underrepresented on the Board so that the shortlisted applicants better reflect the demographic of the region in which the charity operates. The make-up of the present board is white and predominantly male and representation of people with disabilities and those from lower socio-economic backgrounds is low. We are actively seeking applications from women, people from less privileged backgrounds, those with a disability and those with African, Caribbean or Asian heritage.

*Our ideal candidate:* We are keen to hear from a wide range of applicants, and would particularly welcome people with some of the following attributes:

- A love of the arts and classical music in particular, with awareness of the festival's mission
- Understanding of conversations regarding diversity and inclusion in the arts, and a commitment to developing the organisation in this regard.
- Committed to widening access to the festival and enriching the local cultural landscape
- An enthusiastic advocate who can help our fundraising and marketing staff build connections, generate income and improve their reach.
- Familiarity with the part digital projects and tools can play in developing access and broadening participation.
- Sympathetic to the festival's rich heritage and connection with cathedral life
- Collaborative and keen to develop ideas with colleagues
- An understanding of the responsibilities of a charity trustee and commitment to the organisation's charitable object (full training will be given)
- Willing to play an active part in key areas of trustee responsibility (e.g. Health and Safety, Safeguarding, financial oversight) by reading information provided and asking questions when necessary.

*Time Commitment:* The Association meets annually to hold its AGM (in March), and the Directors meet at least quarterly, with papers sent in advance. All Directors are encouraged to attend at least some events at every festival, and Directors may be delegated sub-committee or working group responsibilities from time-to-time.

*Statutory Details:* Directors are appointed for a three-year term and may serve a maximum of nine years (three consecutive terms). All newly appointed Directors are required to sign a declaration that they understand the legal responsibilities associated with becoming a company director and charity trustee, and are not barred from acting as either. All Directors will be subject to an enhanced DBS check and will be asked to complete a Declaration of Interest form periodically.

*Location:* Meetings take place as centrally as possible in the Three Choirs counties, often in or near Ledbury. It may sometimes be necessary to visit the office in Gloucester. The Board have also successfully met digitally in recent months and may continue the option of electronic attendance.

*Pay:* This is a voluntary role, but out of pocket expenses can be reimbursed in line with the Association's expenses policy.

### **How to Apply**

Please send a letter outlining your interest in the role and why you think you would be suitable for the position, making reference to the list of attributes overleaf and including details of any relevant experience. Your letter should also confirm your [eligibility to become a director](#) and willingness to undergo a DBS check.

Applicants will be shortlisted by a nominations panel of Association Directors, after which the Association Membership will vote to appoint the new Director (due to the current circumstances, this ballot may be conducted electronically).

To discuss the role further, please contact Timothy Brain, Association Chair ([timothy.brain@3choirs.org](mailto:timothy.brain@3choirs.org)).

Applications should be sent by email to [info@3choirs.org](mailto:info@3choirs.org) no later than **12 noon, Friday 18 September**

### **About the Three Choirs Festival**

The Three Choirs Festival is a week-long programme of choral and orchestral concerts, music recitals, talks, family events, cathedral services, theatre, exhibitions and social activities, rotating each summer between the beautiful cathedral cities of Hereford, Gloucester and Worcester. It is thought to be the longest-running classical music festival in the world and celebrated its 300<sup>th</sup> anniversary in 2015. At the heart of the modern festival are large-scale evening concerts featuring the Three Choirs Festival Chorus and the Philharmonia Orchestra (resident at the festival since 2012), alongside a stellar cast of soloists. The festival's packed schedule of daytime events and the friendly atmosphere of our bustling festival village is augmented by a growing programme of bespoke community and outreach projects, beginning in the run-up to the festival and showcased as part of the festival programme.

*The TCFA Vision:* Expression for every voice through extraordinary music-making

*The TCFA Mission:* The festival's mission is to be a beacon for music making in our region. We create and share the best musical experiences with both local communities and an international audience of thousands, principally through an eight-day summer festival of over seventy events and a developing year-round participation programme. We nurture a rich, three-centuries old festival tradition with choral music at its heart, commission the finest new voices and revive the work of those who deserve not to be forgotten. We want to inspire a love of music in everyone: giving voice to local performers and celebrating the power and joy of a live musical experience, so that those who succeed us will perpetually rejuvenate the world's oldest classical music festival for future generations to enjoy.

### *TCFA's Values*

**Ambitious:** we value the programme we present and the high standards we achieve;

**Welcoming:** we embrace our worldwide musical family and are inviting to the inquisitive;

**Enjoyment:** we share the joyful experiences and endeavours of our music-making with the wider community;

**Investment:** we encourage creativity, engaging new participants and attracting visitors to keep the festival vibrant and relevant;

**Accountable:** we accept the challenge as fleeting guardians of a long tradition to be transparent, open and responsible for our actions;

**Custodianship:** we commission new work, train aspiring singers and develop new audiences, ensuring our future sustainability.

*Structure:* The Three Choirs Festival Association is a registered charity and company limited by guarantee, with a turnover of around £1million per annum. Its governing document was revised in 2018.

- The Board of Directors currently has eight members (with the potential to rise to eleven).
- Day-to-day operation is run by a small professional management team based at the Association's office in Gloucester.
- Membership of the Association comprises the Directors, Chief Executive (Company Secretary) and from each city committee the Cathedral Dean, Artistic Director, Treasurer, Vice Chair, up to two additional committee members and Chair of each Friends Committee.
- Festival committees comprise the named roles above, plus other members as approved by the Board of Directors on the recommendation of the city committee.
- The Association has a sibling charitable body – the Society – whose Chair is an ex-officio member of the Association Board. The Chair, Treasurer and City Chairs of the Association are also ex-officio trustees of the Society

*Future festival dates:* **Worcester** 24– 31 July 2021 | **Hereford** 23 – 30 July 2022 | **Gloucester** 22 – 29 July 2023