

Help
Musicians

Music
Minds
Matter

Help Musicians & Music Minds Matter: Trustee information pack

Help Musicians Registered Charity No. 228089

Music Minds Matter Registered Charity No. 1199795

Background

Help Musicians & Music Minds Matter are charities that seek to make a meaningful difference to people working in music. Help Musicians provides a broad range of support to musicians to support their health and wellbeing, along with career advancement support to enable musicians to develop sustainable careers within music. Music Minds Matter has wider reach and is available to everyone in music, working to engage the wider industry in our range of help to build better mental wellbeing. Each charity has its own charitable objects and Board of Trustees (three Trustees of Help Musicians serve on the Music Minds Matter Board) who direct the affairs of the charity to provide maximum impact to those it seeks to serve.



Trustees

As the ultimate decision-making body of Help Musicians and Music Minds Matter (The Charities) Trustees have specific responsibilities. The Boards of Trustees must accept responsibility for directing the affairs of the Charities, ensuring they are delivering against their mission, are well run and that they act in accordance with their charitable objectives. Trustees are accountable for their decisions and actions to the Charities' governance structures, the public, courts, funders and service users. Trustees should focus on the strategic advancement and direction of the Charities, supporting the Executive team to realize ambitious plans for growth in impact set out within the charities' three-year business plans.



Key objectives for the role of Trustee

- To agree and regularly monitor the Charities' strategic directions and ensure that they pursue their objectives in keeping with these strategic directions.
- With the other Trustees, ensure that the organisations function within the legal, charitable and financial requirements of a charitable organisation and strive to achieve best practice.
- Actively contribute by giving clear strategic direction to the organisation and the Charities, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To act in the interests of Help Musicians and Music Minds Matter as a whole and those the organisations seek to serve.
- To ensure effective and efficient administration of the Charities.
- To ensure the financial stability of the organisations and the proper investment of funds in accordance with the charities' stated aims and objectives and relevant legislation.
- To appoint the Chief Executive and monitor their performance.
- To use any specific skills, knowledge and experience to help the board of trustees reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience.)
- To chair and/or attend bodies given delegated authority by the board.

Duties for the role of Trustee

Trustees have, and must accept, ultimate responsibility for directing the affairs of their charity, ensuring that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up. You need to keep in mind the following areas of responsibility or principles:

Ensuring compliance

Trustees must ensure that their charity complies with:

- Charity law, and the requirements of the Charity Commission as regulator; in particular you must ensure that the charity prepares reports on its work and submits annual returns and accounts as required by law.
- The requirements or rules, and the charitable purpose and objects, set out in the charity's own governing document. All trustees will be provided with a copy of this document and be familiar with it.
- The requirements of other legislation and other regulators which govern the activities of the charity. These will vary according to the type of work the charity carries out, and whether it employs staff or volunteers, for example, employment law.
- The requirement for Trustees to act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of Prudence

Trustees must:

- Ensure that the charity is and will remain solvent; this means that you need to keep yourself informed of the charity's activities and financial position.
- Use charitable funds and assets wisely, and only to further the purposes and interests of the charity.
- Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity or borrowing funds for the charity to use.





Duty of care

Trustees must:

- Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

Engagement

- Maintain consistent engagement during tenure, attending meetings, reading papers and demonstrating an understanding of the charities business plans and their progression.
- Keep abreast of developments within the charity through the opportunities available (i.e. newsletters/public comms channels).

Approach

- Act in the best interests of the organisation (successfully managing any personal conflicts of interest).
- Demonstrate curiosity, analysis and appraisal of the charities' work and impact.
- The ability to balance constructive challenge of the Executive alongside development of a collegiate and collaborative approach to working together.

Advocacy

- Demonstrate a passion for the work of the organisation.
- The ability to clearly convey the impact that the charity's resources deliver in line with its mission.
- Supporting with fundraising for the organisation where required (i.e. talking positively about the organisation, introducing contacts, attending events).

Other resources

- [Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charity-trustee-what-s-involved-cc3a)
- [Home – Charity Governance Code](#)



The role of a Trustee

Personal specification

Who cannot stand as a trustee?

The Charity Commission's full explanation of the automatic disqualification rules for charity trustees can be found [here](#) and include:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty.
- Anyone who is an undischarged bankrupt.
- Anyone who has been removed from a trusteeship of a charity by the Courts of Charity Commission for misconduct or mismanagement.
- Anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986.

Essential skills and abilities

- A commitment to the aims and objectives of Help Musicians and to promoting the interests of musicians.
- A willingness to devote time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team while contributing an independent perspective.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The specific skills required by the organisation.

Terms of appointment

The term of appointment will be 3 years. Retiring members of the board are eligible for re-appointment for a further term of 3 years. A Trustee who has served two consecutive terms of office shall, if invited to do so by the and the Chief Executive, be eligible for re- election for three consecutive periods of one year each.

You will be required to attend the AGM, at least 4 meetings of the board a year (including a two-day event) and further meetings and events, some of which will be held outside London. You must therefore be able to commit up to approximately 14 days each year.

You will be expected to attend training events relevant to the role, as necessary.

This role is not compensated, however, expenses travelling to and from meetings will be covered.

Location is 7-11 Britannia Street, London, WC1X 9JS. Attendance via Zoom is offered for all Board meetings although we recommend that Trustees attend some meetings in person to build effective Board relationships.



About Help Musicians & Music Minds Matter

The charities' 2023 Annual Report can be found [here](#).

Each year, we support in excess of 20,000 people across the UK, in times of crisis and opportunity, helping to create a world where music thrives.



Our impact

Hear from two people who we have supported directly and the difference our help has made to their lives and careers.

Nadine Gingell (Lady Nade)

Nadine began attending songwriting and singing workshops as a teenager in Bristol, springboarding her into a career as a professional singer-songwriter under the moniker Lady Nade.

She came to the charity in 2021 seeking support to help release her third album, *Willing*. Receiving career development support from Help Musicians gave her the financial assistance she needed to release her music, but it was the business advice sessions she received alongside the grant that provided her with longer-term career stability. The sessions were focused on publishing, marketing and branding, with the latter being particularly influential.

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The support from Help Musicians meant that not only did I create my album, but my revenue is now higher than it's ever been thanks to their expert advice.

As a Black female folk artist, the eclectic nature of Nade's music had often meant she struggled to know how to market herself, opening up an identity crisis for where she felt she fitted into the industry.

Her questions around how she should market herself highlighted wider issues in music and specifically the folk sector. Nade was struggling to navigate the folk scene and find opportunities to scale her career, challenges that were happening during a period of time after George Floyd's murder in 2020, which highlighted enduring racial injustice.

During this time Nade was left feeling overwhelmed and struggling a great deal with maintaining her mental health. She reached out to Music Minds Matter for support and describes both charities' help as an "amazing lifeline".



Harry Stone*

Harry has been playing music since he was 13 years old and after college, pursued a business degree with the dream of working in the music industry. Although he enjoyed his role, it was around 2017 when he started to struggle. His job required an always-on mindset where he was often on call 24/7, leading to an unhealthy habit with his phone. He found himself becoming very insular, stopped talking to friends and had a romantic relationship break down because of work.

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I'd tell friends about my job and they'd say how great it sounded so I convinced myself I shouldn't feel bad. I tried to tell myself that I had an amazing opportunity but I was constantly stressed out and worried.

Harry saw a Music Minds Matter stand at an industry event. He'd thought about talking to the charity before, however, having previously experienced negative consequences to sharing his feelings, he was fearful of what his colleagues might think if they knew. But at this point he knew how much he needed help, so he went to the stand at the end of the day when no one was around. He had a long conversation with a member of the Music Minds Matter team, who gave him advice and some information to read at home.

Through the support of that interaction, he found the courage to call the Music Minds Matter helpline and was able to work through the problems he was facing. From his lowest ebb, thanks to support from the charity he managed to find a route out of the depression and anxiety he was suffering from.

*name changed for anonymity

