

About *abcd*: The Association of British Choral Directors (*abcd*) is the UK's leading organisation dedicated to supporting, training, and inspiring choral leaders at all levels. Founded in 1986, *abcd* provides professional development, networking opportunities, and resources for conductors, vocal leaders, and educators across a wide range of choral settings. Through courses, conferences, and advocacy, *abcd* plays a vital role in promoting excellence in choral leadership and strengthening the choral community nationwide.

Role Title: Trustee

Reports to: Chair of Trustees

Term: Appointed by the Board of Trustees, typically for a renewable term of three years

Status: Voluntary, with reasonable expenses reimbursed

Overview:

Trustees play a crucial role in the governance and strategic direction of *abcd*, ensuring that the organisation meets its charitable objectives and operates effectively. As a member of the Board of Trustees, the role involves providing oversight, contributing to decision-making, and supporting the Chair, staff and Advisory Council in delivering *abcd*'s mission to inspire, educate, and support choral leaders across the UK.

abcd is a registered charity and company limited by guarantee. Trustees are both Trustees of the charity, and Directors of the company. The Trustees, collectively and individually, hold principal responsibility for the strategic and financial stewardship of the Association.

Key Responsibilities:

1. **Carrying out purposes for public benefit:**

- **Stick to the rules:** Ensure all activities match the exact charitable aims stated in our governing document.
- **Define the benefit:** Understand how *abcd*'s work tangibly helps our targeted group and the general public.

2. **Complying with the Law and governing document:**

- **Follow the "rulebook":** Ensure that *abcd* complies with its governing documents.
- **Obey legislation:** Ensure compliance with UK charity law, data protection (GDPR), employment law, and health and safety requirements.

3. **Acting in the charity's best interests:**

- **Make independent choices:** Do not let personal prejudices, corporate relationships, or political motives influence decisions.
- **Manage conflicts of interest:** Identify, declare, and properly record any personal or professional conflicts of interest immediately.

4. **Managing resources responsibly:**

- **Protect assets:** Safeguard the charity's money, property, equipment, and intellectual property.
- **Assess risks:** Identify and mitigate financial or operational threats to prevent the misuse of charity funds.
- **Maintain solvency:** Keep the charity out of unmanageable debt and handle budgets carefully.

5. **Acting with reasonable care and skill:**

- **Prepare thoroughly:** Read meeting materials in advance, attend regular meetings, and ask constructive questions.
- **Use your strengths:** Bring your professional expertise to board decisions.
- **Seek expert advice:** Consult external professionals whenever complex, high-risk, or unfamiliar issues arise.

6. **Ensuring the charity is accountable:**

- **Submit reports:** File mandatory annual returns, financial statements, and accounts to regulators.
- **Oversee staff/volunteers:** Supervise senior management without micromanaging day-to-day operations.

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Person Specification:

Essential:

- Commitment to *abcd*'s mission and values.
- Strategic thinking and ability to contribute to high-level decision-making, accepting collective responsibility for Board decisions.
- Understanding of good governance principles and commitment to uphold them.
- Ability to work collaboratively with fellow trustees, staff and the Advisory Council.

Desirable:

- Experience in a leadership, governance, or strategic role within a national charity or arts organisation.
- Knowledge of the choral sector or experience in music education.
- Expertise in areas such as fundraising, finance, legal, marketing or volunteer recruitment and management.
- Strong social media skills, including a visible online presence.

Time Commitment:

- Attendance at quarterly Trustee meetings (held in-person or online).
- Engagement in or leadership of relevant working groups or subcommittees as needed.
- Participation in the AGM, Advisory Council meetings and *abcd* events where possible.

This is an opportunity to contribute to the leadership and future development of *abcd*, ensuring its continued impact in supporting choral directors across the UK. If you are interested in this role, please contact *abcd*'s General Secretary Rachel Greaves for further information.