

mindsong



Trustee Recruitment Pack

Would you like to be part of an award-winning organisation that is passionate about making life better for people with dementia?

Could your experience help us grow?



The Essence of Mindsong

Mindsong creates and provides services across Gloucestershire that are tailored for people living with dementia and their family and friends, helping to support wellbeing, decrease isolation, develop new relationships, and bring joy through music. We offer clinical music therapy sessions led by HCPC registered Music Therapists, community singing groups and volunteer-led singing with residents in care homes. We also aim to increase awareness and understanding of dementia through training and education.

The openness of our approach has enabled us to use the skills and experience gained within our dementia work to support people with other health conditions. We currently deliver supportive singing groups to improve breathing and quality of life for people with respiratory conditions, Long Covid and aphasia.

Whoever we are working with, meaningful music-making and singing lies at the heart of what we do. All our work springs from a music therapy ethos of always seeing the strengths, abilities and potential in everybody we encounter. Our approach is based on ever-evolving knowledge and research about the potential for music to be used as a powerful tool in healthcare.

Hundreds of volunteers use their skills to work with us, alongside an employed staff team, our Board of trustees and a bank of freelance music therapists and vocal leaders. The spectrum of services we offer, along with our fluid, connected, personalised approach at all levels of the organisation, makes Mindsong unique.

In an uncertain world, we aim to provide a supportive presence for the people we work with, always listening with open ears and offering comfort, companionship and, of course, music.

Mindsong is a founding member of the Gloucestershire Creative Health Consortium.

Mindsong is, we like to think, a pretty unique organisation. Not only because of the work that we do but in the way we work. We believe we have built a model that not only delivers excellent services and has the flexibility to grow and develop new ones, but is also a great employer.

We are a Charitable Incorporated Organisation (CIO) which means we are registered as a charity with the Charity Commission but not with Companies House. Our charity number is 1177043.

The people who make up Mindsong

Governance: Our Board of Trustees (a max of 9)

Operations: Our Core Team

Director of Music Therapy | Director of Volunteer-Led Services

Deputy Director of Music Therapy | Business Administrator

Music Therapy Administrator | Services Coordinator | CEO

The Doers!

Area Coordinator Team (Volunteer Services)

Music Therapists | Carer Support Team

Vocal Leaders (Respiratory & Sing 2 Remember)

Volunteers (currently 355)

We have two full-time employees and 11 part-time. Our HCPC registered Music Therapists and our Vocal Leaders are self-employed.

Our current turnover is approx. £300,000 pa

We benefit over 2000 people pa

We all work from home and do not own or rent office space.

You may have been a trustee before or you may have heard about trustees but never thought of being one. This is what you need to know.

We have two teams, one looks after Operations (The Core Team) and gets on with the day-to-day running of Mindsong. The other is Governance (Trustees). It is important that both teams collaborate so that Mindsong can work effectively and well.

Good governance in charities is fundamental to their success. It enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision.

Trustees have a legal obligation to make sure that we do what it says we will do in our constitution (our Objects), in a way that is safe, practical, prudent and complies with the law.

These are our Objects :

To promote and protect the physical and mental health of people with dementia and other neurodegenerative conditions, and other health conditions where music would have a significant impact and those that care for them, through the provision of music therapy, meaningful music, education, support and practical advice.

Trustees must make balanced and adequately informed decisions, thinking about the long term as well as the short term and avoid putting themselves in a position where their duty to Mindsong conflicts with their personal interests or loyalty to any other person or body.

Trustees must act responsibly, reasonably and honestly. This is sometimes called the *duty of prudence*. Prudence is about exercising sound judgement. Trustees must make sure the charity's assets are only used to support or carry out its purposes and avoid exposing the charity's assets, beneficiaries or reputation to undue risk. Trustees must also not over-commit Mindsong.

Trustees make sure that appropriate procedures and safeguards are in place and take reasonable steps to ensure that these are followed.

What is expected of a trustee?

We expect you to come to Board meetings (the dates are set at the start of each year) well prepared, having read any papers and the agenda.

You have the opportunity to experience the work we do and volunteer. This is the best way to have a full understanding of what Mindsong is all about and to be able to talk about it to others.

We want you to be a knowledgeable advocate for Mindsong.

You don't have to be able to sing (although you'll have plenty of chances) — the CEO can't and it doesn't hold her back!

Our Trustees are committed to the *Charity Code of Governance* and sign up to the Trustee *Code of Conduct*.

How long does a trustee get elected for?

You are elected for 2 years and can be re-elected for 2 more. You then stand down for a year before standing again if you would like to.

We think this level of commitment means you have time to learn about being a trustee, to gain a good understanding of the work and to get involved wherever you can.

How many meetings are there in a year?

There are 5 meetings a year in a central location and last for an average of 2.5 hrs. They are currently held on Monday mornings but this is not set in stone.

There is one additional full day meeting in September where we plan and consider the future together...lunch and exciting discussions happen.

Trustees are volunteers but can claim travel expenses.

Do you need special skills?

No. But you do need to be invested in what is best for Mindsong and how we develop. You will certainly have life experience, professional knowledge or ideas that will prove valuable and provide a fresh viewpoint. We welcome applications from people of all ages; you must be over 18 to become a trustee.

Will it be rewarding?

To be honest, working your way through a policy on data security might not be the sparkiest thing you'll do, but yes, we guarantee you will have a good experience. But that's just a small part of the role. Whether it's putting your knowledge to good use or giving back to your local community, being a trustee can be a rich and satisfying role to take on.

You will be working with a committed, passionate team who love the jobs they do and are devoted to making life better for people with dementia.

We are innovative (we often use the word 'unique') in the way we do this. We like to think we lead the way in many areas of dementia work and creative health, something we are proud of and we hope you will be too.

What happens next?

If you are interested in taking things further, you will need to submit an application. Tell us about yourself and what you think you can bring to the Board. We will then consider an informal interview, so we can meet each other.

If we think we're a good fit, you will then be invited to one of our Core Team meetings so you can meet the team, understand the work we do, the logistics and practicalities behind it, and ask as many questions as you like.

We will inspire you!

If it still feels like something you want to be involved with, you will be invited to a Board meeting so you can experience what being a trustee is all about.

'Sessions were an island of happiness, which was lovely for all the family to share. The effects lasted all of the weekend. Mum continued to sing with the carers when they came ... singing is a relief mechanism for her'. Family carer, Music Therapy @ Home

mindsong.org.uk

Charity number: 1177043