The Military Wives Choirs Foundation seeks a Fundraising Trustee

Would you like to make a difference?

The Military Wives Choirs Foundation (MWCF) is looking to recruit a trustee with proven fundraising and management experience to join the board of the Military Wives Choirs Foundation.

No Ordinary Charity

The MWCF choir network brings women in the military community closer together through singing. Being part of the network of over 70 Military Wives Choirs around the UK and abroad makes a positive difference by improving well-being, building friendships and developing skills. Trustees work to strengthen and sustain our network of choirs for the benefit of generations to come, wherever our Armed Forces and their families are based

If you have a passion for, and empathise with, our aim to improve the lives of women in the military community through singing, then consider joining the Board of Trustees to help us deliver for our choir members.

No Ordinary Role

As the Fundraising Trustee with a proven track record in providing strategic leadership and management of fundraising in the voluntary sector, you will join the Board to contribute to ensuring the long term financial sustainability of the foundation through a planned and dynamic approach to Fundraising.

A Simple Process

At this stage we require a copy of your CV and a one-page letter describing your interest in MWCF and what you will bring to the Fundraising leadership of the Board.

We will then be in touch to arrange a discussion. Board members are currently required to attend at least four meetings in London per annum, plus relevant committee meetings and sub-groups as required. Reasonable expenses will be paid.

For an information pack, please email Melanie Nightingale, at MNightingale@militarywiveschoirs.org and to learn more about the charity visit [www.militarywiveschoirs.org](http://www.militarywiveschoirs.org)

Application Closing date: 9.00am Monday 1 June 2020

If you have any further questions or to submit your application, please contact Maggie Pedder at: mpedder@militarywiveschoirs.org

Trustee Role Description

Role Title: Military Wives Choirs Foundation Fundraising Trustee

Role:To contribute to safeguarding the long-term sustainability of the Foundation by providing strategic and practical fundraising leadership for the Board, supporting the Director in delivering the Fundraising and income generation plan.

Background: A senior Fundraiser with experience of diverse fundraising practices

with an understanding of the UK Charity Sector and Fundraising

Standards.

Main Responsibilities of Trustees of MWCF are to:

* Commit to ensuring highest standards of governance in policies and practice related to choir member relations, recruitment, retention, reward and recognition as well as staff and trustee development.
* Ensure long-term strategic oversight of the organisation’s personnel and staffing requirements in relation to the overarching goals of the charity.
* Actively contribute to strategic direction, goal and target setting; policy development, and to evaluate performance against targets, budgets, plans and charitable objectives.
* Monitor the financial position of the charity and its operations within its means and objects, making sure that there are clear lines of accountability for day-to-day financial management.
* Assess risks and consider the impact of all activities particularly in the light of financial & legal requirements, good practice and impact on choirs and choir ladies.
* Oversee the development and implementation of MWCF policies and practices in the context of furthering charitable objectives & evaluating their impact on choir ladies and staff.
* Broaden awareness of the charity’s values and priorities; and increase its visibility across a wider audience.
* Advise and challenge as appropriate, on all matters brought to Board meetings.
* Review the performance of the MWCF Director, along with the Chair, reward performance accordingly and identify appropriate development opportunities.

Person Specification

The person specification sets out the qualities, skills and experience needed by a MWCF trustee.

**Essential:**

* Commitment to and understanding of the vision and values of the MWCF
* Integrity and good/independent judgement
* A willingness to devote the necessary time and effort to their duties as trustee
* Ability to take decisions for the good of the Foundation
* Knowledge of the armed forces environment is desirable but not essential
* Willingness to speak one’s mind and listen to the views of others
* An ability to work effectively as a member of a team
* Understanding of the legal responsibilities and liabilities of a trustee
* A passion for and empathy with our aim to improve lives of women in the military community through singing
* For the financial management Trustee would are seeking a qualified accountant with experience of the charity sector.

**Desirable:**

* Knowledge of the armed forces environment.
* Experience in financial management and social media.
* Experience in the charitable or voluntary sector.
* Specific experience within commercial performing arts.
* Knowledge of charity law and governance.

**The Trustee Board**

* The MWCF board can have up to 12 members. Terms of office run for three years and trustees are eligible to stand for two terms.
* Trustees meet four times a year from 1 to 5pm on a weekday at SSAFA Central Office in central London.
* Board meetings are planned one year in advance, and Trustees are expected to attend at least 60% of the meetings in person, the remainder can be done via electronic means.
* The Board has 3 sub-committees: Governance and Policy, Finance and Fundraising and Events. The Fundraising Trustee is Chair of the Fundraising and Events Committee. Trustees may be asked to participate in an ad-hoc committee or task group, or to join a standing committee or attend specific meetings on behalf of the Board.
* This is a voluntary role. Reasonable expenses such as travel to meetings will be reimbursed.

MWCF Vision

Our vision is the MWCF choir network will improve the long-term wellbeing and enrich the lives of women within the military community by bringing them closer together through singing.

Our mission

We provide support, training and other opportunities that will sustain and develop our choir network and the women who sing in our choirs because we believe that we are stronger together.

Our values

Our values shape our approach to everything that we do. We value:

* Mutuality Constant support and unspoken understanding
* Openness Honest, inclusive, equal voice
* Time Out Creating time to be who you are
* Optimism Our collective energy creates new opportunities

Our ethos: Sing, Share, Support

Closely linked to our values, our strategy is underpinned by our ethos of ‘sing, share, support’. This phrase encompasses the way in which the whole organisation (staff, trustees, committees and choir members) will operate, and also helps to tell the outside world what we're about:

Sing: We sing great songs that challenge us to be the best we can be. We give performances that make us proud to be in a MWC.

Share: We enjoy each others’ company and feel part of something special. Through having fun we feel uplifted and happier.

Support: We are a team and we help each other to cope. A member of one MWC is an equally valued member of all MWCs.

Our Structure & background

The MWCF was launched as registered charitable company limited by guarantee in 2012. All the Military Wives Choirs (MWCs) are a part of the foundation, that is they are all under the umbrella of MWCF charity.

The Military Wives Choirs are first and foremost a support provision for women in the military community. Our vision is that singing in a Military Wives Choir can be beneficial for choir members’ wellbeing; group singing is now well proven to be good for you. In practice, that means we facilitate the means by which choirs meet for weekly rehearsal sessions at which we learn songs, work as a team and encourage a safe, supportive environment that brings women together. We also perform in public.

Our provision covers activities that relate to times the choir actually meets: choir events, rehearsals or performances and communications about these to and from choir representatives. Through these activities, we create a means for women to improve their wellbeing. All our choir members are equally valued, regardless of their relationship to the military, their rank (or that of their husbands/partners) or their role in the choir.

The Choirs Support Team (CST) comprises four full-time staff members, led by a Director. The CST supports, enables and guides MWCs by offering committee and member support, providing training and materials, supplying music and national performance opportunities, drafting and implementing overarching policies/guidelines. Any money that flows through choir accounts and anything that happens at choir rehearsals and performances falls within the jurisdiction of the MWCF. The CST also help Trustees to make sure the charity complies with legal requirements.

For more information please see our website: https://www.militarywiveschoirs.org



The Role of a Trustee

Trustees are the people responsible under the governing document of The Military Wives Choirs Foundation for controlling the management and administration of the charity. The Charity Commission breaks down the trustee’s role into 6 clear duties:

1. ensure your charity is carrying out its purposes for the public benefit
2. comply with your charity’s governing document and the law
3. act in your charity’s best interests
4. manage your charity’s resources responsibly
5. act with reasonable care and skill
6. ensure your charity is accountable

Who can be a Trustee?

To be a trustee you must be 18 years old. You cannot be trustee if you if you:

* have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
* are bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor
* have been removed as a company director or charity trustee because of wrongdoing
* have been disqualified under the Charities Act, or Companies Act.

The Charity Commission publication ‘The Essential Trustee – What You Need To Know’ provides further information regarding the responsibilities of charity trustees.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

How to Apply

Review the above document and other publicly accessible information then email a copy of your CV along with a one-page letter describing why you would like to become the Fundraising Trustee and what you think you would add to the Board to:

Maggie Pedder at mpedder@militarywiveschoirs.org by 9.00am Monday 1 June 2020.

Successful candidates will be contacted by telephone in the first instance for an informal conversation and then interviews will be held week commencing 15 June 2020.