

## British Association for Music Therapy (BAMT)

### Chair of Trustees – Job Description

Location:	London, UK
Position:	0.1 WTE (suggested average)
Salary:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Reports to:	Board of Trustees

#### Who we are

BAMT is the professional body for music therapy in the UK, providing both practitioners and non-practitioners with professional support, information, and training opportunities. We provide a voice for the profession, as well as for those who could benefit from music therapy. As a charity, we are committed to promoting and raising awareness of music therapy, developing understanding of music therapy through providing information to the general public, and supporting the advancement of education, research and professional practice.

#### Our aims are to promote:

- the art and science of music therapy;
- the use and development of music therapy for children and adults with a wide range of needs;
- understanding of music therapy for the general public
- to advance education in music therapy.

#### Our remit is to

- promote the profession and practice of music therapy in the UK;
- act as a voice for those who could benefit from music therapy and for those who provide music therapy.

#### Strategic Intentions

In order to fulfil our purpose, our strategic intentions are to:

- Provide resources and develop initiatives to increase knowledge, skills, and opportunities for our membership;
- Promote the art and science of music therapy through research and education development, extending the profile, understanding and application of music therapy in its various forms for a range of audiences;
- Enthuse the energy, skills and knowledge of our members, and increase our membership;
- Develop partnership working to increase public engagement, support (music therapy) public health initiatives, and support the creation of environments where music therapy can flourish;
- Ensure that BAMT is a financially sustainable charity and company.

## ROLE SUMMARY

The Chair will hold the Board of Trustees to account for the Charity's mission and vision, providing inclusive leadership to Trustees and the Core Team to ensure all members fulfil their duties and responsibilities for the effective governance of BAMT. The Chair will ensure the Board functions as a unit and works closely with the Core Team to achieve agreed objectives.

They will also be an ambassador for music therapy in higher education and government and a leader and role model for employees, trustees, members with portfolios and volunteers as well as the broader membership.

## KEY OBJECTIVES

### Strategic Leadership

- Provide leadership to the Charity and its Board.
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.

### Relationship with CEO

- Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the CEO to maintain an overview of the Charity's affairs, providing support as necessary.
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Trustees.
- Work closely with the Chief Executive to give direction and focus to Board policy-making and to ensure that Board meetings are well planned, meaningful and reflect the responsibilities of trustees.

### Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Trustees are fully engaged and that collective decisions are taken by the Board in the best, long-term interests of the Charity.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Monitor that decisions taken at meetings are implemented.

### Advancement of Charity's Mission and Objectives

- To work in partnership with the Board of Trustees and the Core Team to develop and achieve the mission of BAMT.
- To ensure and maintain the diversity of approaches to and settings for music therapy practice represented by BAMT in any strategic, policy, or business decisions or initiatives.

## Business Development

- To support the CEO in business development activities as required, for example by
  - Acting as an ambassador for music therapy and the charity.
  - Maintaining close relationships with key members of the Government and with key influences.
  - Acting as a spokesperson for the organisation when appropriate.
  - Representing the charity at external functions, meetings and events.

## KEY RESPONSIBILITIES

1. Strategic Leadership
  - 1.1. Lead the development of, and regularly review, the Charity's Mission and Strategic Plan to ensure it is working to achieve its objectives within budget.
2. Governance and Relationship with the Board of Trustees
  - 2.1. In conjunction with the Core Team implement and maintain systems for effective reporting.
  - 2.2. In consultation with the Core Team, prepare agendas and minutes for Trustee meetings.
3. Advancement of Charity's Mission and Objectives
  - 3.1. In conjunction with the Board of Trustees, oversee the support of sustainable music therapy development in the UK, reflective of members working in various settings using various approaches across all client groups.
  - 3.2. In partnership with the Board of Trustees, assess and evaluate the impact of music therapy, and communicate this to relevant government bodies, statutory bodies, funding bodies and all other relevant stakeholders.
4. Efficiency and Effectiveness
  - 4.1. Attend the following internal meetings per year:
    - Trustee meetings x6
    - Sit on subcommittees as required (the current Chair sits on the Finance and BAMT Conference subcommittees).
  - 4.2. Attend external meetings as required, including
    - Allied Health Professionals Forum board meetings.
    - Music Therapy Charity meetings (ex-officio capacity).

## PERSON SPECIFICATION

### Experience

- Qualified, HCPC registered music therapist, ideally with significant clinical experience including NHS work.
- Legal eligibility to serve as a registered Company Director and Charity Trustee.
- Experience of working at a strategic level.
- Experience of charity governance and working with or as part of a Board of Trustees.

### Knowledge and skill

- Broad knowledge and understanding of the third sector and current issues affecting it.
- Strong leadership and people management skills, ability to motivate staff and volunteers and bring people together.
- Ability to represent an organisation externally, including delivering presentations and networking with key stakeholders.
- Ability to chair meetings and events.

### Personal Qualities

- Demonstrate a strong passion and commitment to BAMT, its strategic objectives and cause.
- Focus and the ability to chair meetings effectively.
- Strategic vision and understanding.
- An ability to think creatively.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess integrity, objectivity, accountability, honesty.
- Strong networking capabilities that can be utilised for the benefit of the charity.
- Time and effort, as needed, to fulfil the duties above.