



## NMC Recordings Trustee Recruitment Pack

**NMC Recordings, the leading arts charity and record label devoted to the promotion of British and Irish contemporary classical music, seeks to appoint a new trustee to help us develop and deliver our strategic plans for securing our financial future, acting as an occasional advisor to our small executive team.** We are looking for someone who is interested in taking this award-winning organisation to a new phase following its highly successful 35<sup>th</sup> anniversary year which culminated in the organisation receiving the prestigious Royal Philharmonic Society Gamechanger award for its pioneering work. As a trustee we will ask you to put your specific skills into practice supported by our dynamic board of trustees.

We have a current vacancy and are looking for a new Trustee with specialist knowledge in the following areas:

- Finance and accountancy (Honorary Treasurer)

This information pack will give you more information about NMC Recordings and the role of a Trustee. Please do not hesitate to get in contact using the details at the end of this pack, should you require further information.

### How to apply

To apply for this voluntary position, please complete the attached Equality, Diversity and Inclusion Monitoring Form and email it with a CV and short one-page covering letter to [projects@nmcrec.co.uk](mailto:projects@nmcrec.co.uk) outlining why you are interested in NMC and why you feel you would be a good fit for the organisation. Applications close on **Friday 2<sup>nd</sup> May 2025** at 5pm BST.

NMC Recordings is an equal opportunities organisation and we welcome applications from people from all backgrounds. The Trustees of NMC continually strive for the Board and wider organisation to be reflective of society, working to ensure more diverse representation of age, gender, ethnicity, disability, religion or belief, and sexual orientation.

No prior board experience is necessary. Notes of interest and requests for any further information or for an informal discussion should be sent to Jackie Newbould, Chair at [projects@nmcrec.co.uk](mailto:projects@nmcrec.co.uk). Shortlisted applicants will be contacted to arrange a time for an informal interview with members of the NMC team and Trustees, via Zoom or in-person.

## 1. About NMC

NMC Recordings is an award-winning record label and unique with its charitable status. Founded in 1989 by composer Colin Matthews OBE, we are devoted to enriching cultural life by connecting listeners globally with exceptional contemporary classical music from across Britain and Ireland.

We believe that new music is a dynamic and engaging art-form and seek to inspire and challenge audiences through the release and promotion of recordings, innovative artistic partnerships, commissioning new repertoire, and delivering education work.

We fulfil our charitable aims by:

**collaborating** with leading composers, artists, orchestras, and ensembles

**producing** high quality recordings of outstanding works

**promoting** recordings and other resources to expand worldwide audiences for new music

**preserving** this creativity for future generations through our non-deletion policy

In our 36<sup>th</sup> year, NMC continues to change the game for composers and audiences worldwide. A record label and a charity, NMC supports composers at all stages of their career, from the rising stars recording their music professionally for the first time, to the great titans of British and Irish contemporary music.

When the composer Colin Matthews founded NMC in 1989, his aim was to remedy the almost non-existent representation of living British composers in the recording catalogues of major labels at the time. NMC's work supporting the rich breadth of compositional talent from Britain and Ireland means that our catalogue has now grown to hold more than 300 albums.

Without NMC, hundreds of important pieces of music would simply not be recorded and heard by audiences across the world. As a registered charity NMC fundraises vigorously for every release, for the promotion of contemporary music as a non-profit charity, and for the programme of support it offers composers at every stage.

### 2025 highlights include:

- NMC wins the prestigious **Gamechanger Award** at the Royal Philharmonic Awards in recognition of its outstanding legacy and work. The same evening, Sarah Lianne Lewis won the Chamber-Scale Composition Award for a work released by NMC on the first commercial album to showcase disabled composers currently working in the UK.
- NMC receives a grant of £25,000 from the Jerwood Foundation to support a digital only series supporting talented composers Bushra El-Turk, Ben Nobuto, Yshani Perinpanayagam and Alex Ho called **Extended Play**. The works will be accompanied by professional music videos and scrolling scores.

- NMC releases the first commercial recording of Michael Tippett's opera **New Year**, featuring a stellar cast, BBC Scottish Symphony Orchestra, conducted by Martyn Brabbins.
- NMC's flagship **Debut Discs** series goes from strength to strength, with new debut albums from composers Tom Coult, Lisa Illean and Hannah Kendall.
- NMC's commitment to supporting early-career composers continues with our ongoing **partnership projects** with National Youth Choir and the Philharmonia.

NMC is a member of Arts Council England's National Portfolio and is supported by a growing number of Trusts and Foundations as well as through individual donations from Friends membership, and from higher-level donors who are members of the Producers Circle.

[www.nmcrec.co.uk](http://www.nmcrec.co.uk)

## 2. Organisational Details

NMC Recordings is a company limited by guarantee (No: 2314735) and is registered as a charity (No: 328052).

Our Board includes skills from across the worlds of music, wider contemporary art, finance, law, and education. We aspire to recruit new Trustees to ensure we have a balanced board in terms of gender and ethnicity (currently 28% of Trustees are women and 14% BAME).

The NMC team is small, 4 fte across 5 members of staff:

Executive Director, p/t 3 days per week

Creative Director, p/t 2 days per week

Recordings and Sales Manager

Head of Fundraising

Office, Development and Marketing Assistant

## 3. Trustee Duties

The Board of Trustees usually meets 4 times per year and Trustees with relevant experience are additionally invited to join one of three sub-committees (Artistic, Fundraising, and Strategy and Finance) which meet roughly quarterly. The role of the Board is to provide strategic direction (through the periodic development and approval of a business plan) and to ensure the governance of the company (as required by Companies House) and the charity (as required by the Charity Commission).

All Trustees are volunteers and are not entitled to payment for their services, although expenses can be claimed. Along with their Board responsibilities, Trustees advocate on behalf of the organisation, and provide support and advice to NMC's paid staff in their area of professional expertise.

We also ask that trustees make a personal contribution to NMC each year. This may be in the form of a donation of their time in their area of expertise for a specific piece of work, a cash donation to an event or scheme, or fundraising for the charity by attending events.

### The statutory duties of a trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance

### Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This will include:

- Reviewing board and strategy papers
- Participating in and sometimes leading discussions
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Being willing to promote the work of the organisation to third parties and to participate in events hosted by NMC

Financial responsibility in the staff team lies with the Executive Director who sets and monitors budgets, and with the Financial Consultant, whose duties include Bookkeeping, payroll, VAT returns, monthly reconciliation of bank accounts, preparation of Arts Council England (ACE) financial papers and cashflow forecasts, preparation of annual accounts and supporting schedules, and liaison with the auditor / independent examiner.

### Honorary Treasurer duties

The Treasurer holds a crucial role on the NMC Board and is essential in supporting the team to base ambition and risk on solid financial planning and forecasting. The Treasurer works closely with the Executive Director and in consultation with the Finance Consultant, and plays an important role on the Finance and Strategy sub-committee. In addition to the general responsibilities of a Trustee already outlined, duties of the Treasurer include the following:

- Overseeing and approving budgets with the Executive Director
- Ensuring that the financial resources meet present and future needs

- Ensuring that the charity has an appropriate reserves policy
- Reviewing and presenting financial reports to the Board
- Ensuring appropriate financial risk management is in place
- Ensuring that adequate financial controls and procedures are in place and that the organisation operates within a sound financial framework
- Liaising with any paid staff and volunteers about financial matters as necessary
- Advising on the financial implications of the Organisation's strategic plans
- Keeping the Board informed about its financial duties and responsibilities in line with good governance, legal and regulatory requirements
- Contributing to the Organisation's fundraising strategy
- In consultation with the Financial Consultant, making a formal presentation of the accounts at the annual general meeting and management accounts at Board meetings, and drawing attention to important points in a coherent and easily understandable way

#### Trustee person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort (quarterly early evening Board meetings and ad hoc subcommittee meetings)
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

In addition to the qualities we look for in Trustees, the Treasurer should have the following attributes and experience:

- Appropriate financial qualifications such as ACA, ACCA or CIMA
- Some experience of charity finance
- Strong commercial and financial acumen
- Ability to operate strategically and see the bigger picture
- Experience of committee work and/or governance
- The ability to communicate financial information to non-finance specialists
- Being prepared to make recommendations to the Board when necessary
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

By law, you are not allowed to be a trustee if you:-

- Are under 16 years of age.
- Are disqualified as a company director
- Are disqualified from acting as a charity trustee by virtue of the Charities Act 2011 or have a conviction for an offence involving dishonesty or deception
- Have been declared bankrupt (or subject to sequestration in Scotland), or having a composition or arrangement (including an individual voluntary arrangement (IVA)) with your creditors.
- Have been removed as a trustee elsewhere by the Charity Commission or the court because of misconduct or mismanagement.