

Ladies Association of British Barbershop Singers (LABBS)

Annex 2

Board of Trustees

In accordance with section 3 of the Articles of Association, the Board is comprised of at least 8 and no more than 12 Trustees.

These shall be:

1. **Chair**

1.1 The Chair will serve a single maximum term of 2 years. The Chair is normally required to have served a term as Vice-Chair immediately before becoming Chair but will still require LABBS Council to elect her to the post.

1.2 **Role Description**

- To chair meetings of the Board of Trustees and LABBS Council
- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the Association as appropriate
- To represent Council by implementing its decisions and liaising diplomatically as required (including with other people and organisations)
- To act as figurehead and representative of LABBS as required
- To field general enquiries and make day to day management decisions
- To be an 'ex-officio' member of all Committees and Sub-committees of LABBS

1.3 As a mark of respect, a past Chair of LABBS shall be made an Honorary member of the Association. They shall maintain the right to vote and hold office as an individual member of LABBS in line with the Articles of Association. They shall have the right to choose whether to pay LABBS Annual subscription.

2. Vice Chair

2.1 The Vice-Chair will serve a single maximum term of 2 years. The Vice-Chair is elected by majority of votes at LABBS Council after application, interview and recommendation of candidates by the Board of Trustees. The Vice-Chair will normally graduate immediately to be Chair but will still require LABBS Council to elect her to the Chair post.

2.2 Role Description

- To deputise for all duties of the Chair in her absence
- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the Association as appropriate
- To maintain and update the Articles of Association and Annexes to these Articles
- To maintain and update the policies of the organisation
- To be the co-ordinator of the LABBS Liaison Officers, to act as a liaison between the Board, Membership Director and the LABBS Liaison Officers.
- To act as a LABBS Liaison Officer and mentor to the LABBS Youth Chorus
- To be a point of contact for GDPR/Data Protection matters
- To act as Verifier for DBS checks as required

3. Secretary

3.1 The Secretary will serve a term of up to 3 years which may be repeated twice (maximum period of office of no more than 9 years consecutively). The Secretary is elected by majority of votes at LABBS Council after application, interview and recommendation of candidates by the Board of Trustees.

3.2 Role Description

- To run the administration of LABBS and keep records of proceedings at meetings of the Board and LABBS Council
- To act as LABBS correspondent when required
- To regularly attend Board of Trustees and LABBS Council meetings
- To distribute communications to the Clubs
- To prepare and co-ordinate agendas and reports, as required, to the Board and Council including routine and constitutional matters
- To be responsible for the legal compliance with legal requirements for Charity status and Company Limited by Guarantee

4. Finance Director

4.1 The Finance Director will serve a term of up to 4 years which may be repeated twice (maximum period of office of no more than 12 years consecutively). The Finance Director is elected by majority of votes at LABBS Council after application, interview and recommendation of candidates by the Board of Trustees.

4.2 Role Description

- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the Association as appropriate
- To keep books and manage money for LABBS in accordance with its approved policies and rules.
- To have oversight and ultimate responsibility of accounts kept by the Education & Judging Committee (which has a co-opted assistant Finance Officer)
- To have oversight and ultimate responsibility of accounts kept by the Convention Team
- To monitor income of membership fees received through the Membership Secretary
- To monitor income received through the shop and raffle
- To engage and instruct an accountant and auditor to act for LABBS
- To have oversight of filing of proper records with Companies House and the Charity Commission to ensure that legal obligations are properly met
- To take the role of the Education & Judging treasurer if a vacancy arises until a replacement is found
- To have oversight and ultimate responsibility for the accounts of the LABBS Youth Chorus

5. Membership Director

5.1 The Membership Director will serve a term of up to 3 years which may be repeated twice (maximum period of office of no more than 9 years consecutively). The Membership Director is elected by majority of votes at LABBS Council after application, interview and recommendation of candidates by the Board of Trustees.

5.2 Role Description

- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the Association as appropriate
- To maintain a list of members and LABBS Directory
- To collect membership fees and account for them to the LABBS Finance Director
- To have overall responsibility for Clubs and their compliance with the Charitable Articles & Annexes of LABBS
- To keep records of all gift aid subscribers

6. Marketing & Communications Director

6.1 The Marketing & Communications Director will serve a term of up to 3 years which may be repeated twice (maximum period of office of no more than 9 years consecutively). The Marketing & Communication Director is elected by majority of votes at LABBS Council after application, interview and recommendation of candidates by the Board of Trustees.

6.2 Role Description

- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the association as appropriate
- To connect LABBS to the community, public and media through the activities within the marketing and communications strategy
- To liaise with the Events Director and organisers of third-party events
- To liaise with Clubs and support their activities

- To promote good relationships with other musical/choral associations and voluntary arts organisations, representing LABBS as required

7. Education Director

7.1 The Education Director will serve a term of up to 3 years which may be repeated once (maximum period of office 6 years consecutively). The Education Director is nominated by the Education & Judging Committee. This nomination is ratified by the Board of Trustees before being elected by majority of votes at LABBS Council. The Education Director must be recognised as holding the relevant Judging qualifications to hold the position.

7.2 Role Description

- To Chair the Education and Judging Committee
- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the association as appropriate
- To be responsible to the Board and Council for training and qualification of LABBS judges
- To be responsible to the Board and Council for education of LABBS members
- To have oversight of the Music Resources functions
- To be responsible to the Board and Council for achievement of the Educational element of the charity's objects
- To be responsible through the Education & Judging Committee to the Board and Council for maintaining and publishing the LABBS Contest Rules
- To be responsible through the Education & Judging Committee to the Board and Council for running chorus and quartet competitions
- To be responsible for the creation of the strategy for members Education and the content of Educational events.

8. Events Director

8.1 The Events Director will serve a term of up to 3 years which may be repeated twice (maximum period of office of no more than 9 years consecutively). The Events Director is elected by majority of votes at LABBS Council after application, interview and recommendation of candidates by the Board of Trustees.

8.2 Role Description

- To ensure that all events planned by LABBS achieve the strategic objectives of the Association and take place in a timely and effective manner.
- To Chair Convention Team meetings and provide Co-ordination between the Education & Judging and Convention Sub-Committees and ensure each event is planned and supported appropriately and to attend such meetings as required to perform these tasks.
- To oversee the financial management of LABBS events and ensure they are properly budgeted and financially managed.
- To regularly attend Board of Trustees and LABBS Council meetings
- To liaise and engage with LABBS Council on decisions relating to the association as appropriate
- To present a report on each previous year's activities to the Board.

9. Immediate Past Chair

9.1 In line with Article 5.2, the Board of Trustees may co-opt the Immediate Past Chair as an additional Trustee. The Immediate Past Chair will serve a single maximum term of 1 year. The Immediate Past Chair is required to have served a term as Chair immediately before becoming Immediate Past Chair.

9.2 Role Description

- To support the incoming Chair as appropriate
- To regularly attend Board of Trustees and LABBS Council meetings

10. Other Co-opted Trustees

Other Trustee Roles may be determined and agreed by the existing Board of Trustees as required (to a maximum of 12 trustees) at which point this document will be updated.

11. Additional responsibilities

These descriptions are not exhaustive and other responsibilities may be taken on by members of the Board of Trustees as required for the running of the charity.

12. To note:

A Basic Certificate will be required from the Disclosure Barring Service for all incoming Trustees and at three-yearly intervals thereafter. The process will be facilitated by the LABBS Vice Chair.

Names of Trustees will be held at Companies House and by the LABBS Accountant. Potential applicants will be asked to declare that they have read two key guidance documents below and that there is no reason why they cannot take up the position as a Trustee of LABBS.

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

<https://www.gov.uk/running-a-limited-company>

This version established December 2016.

Reviewed and updated January 2019 by Nancy Philbin, LABBS Vice-Chair

Reviewed and updated July 2020 by Natalie Feddon LABBS Vice-Chair