

Oxford
Contemporary
Music

Trustee Application Pack 2023



Could you be a trustee for OCM?

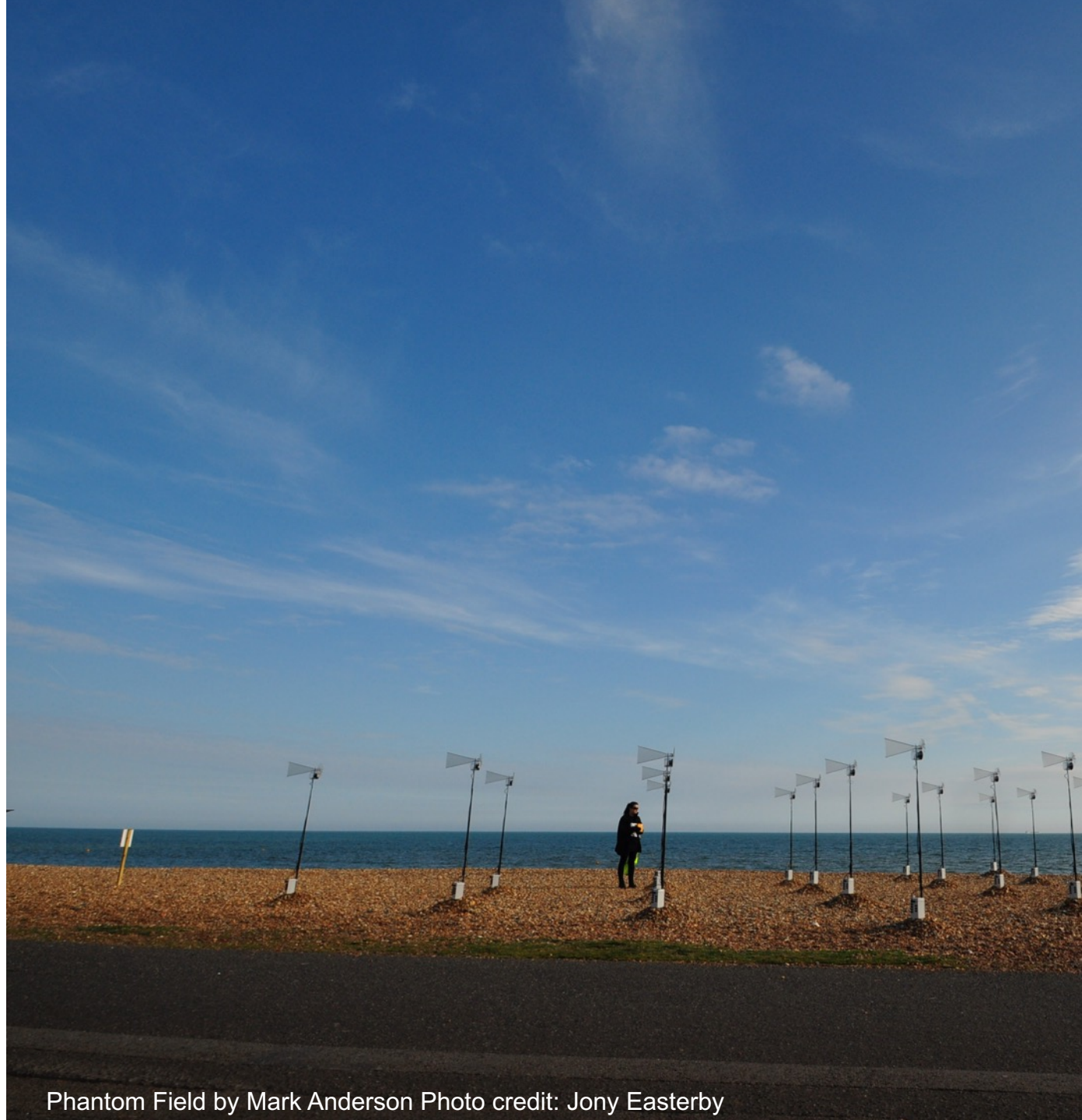
OCM is recruiting for voluntary board members. If you're interested in knowing more about being an OCM Trustee, we'd really like to hear from you.

Firstly, a bit about OCM...

OCM believes that music can empower people and communities through self-expression and by allowing people to question, imagine, challenge and dream. Our mission is to develop and present exceptional new music and sound-based live events; bringing artists and audiences together in ways that create memorable and meaningful experiences for all. We do this through four strands of activity: gigs/concerts, commissioning new work (often for outdoor events), artist development, and education/outreach work.

We want to make sure our activities and events are welcoming and relevant to a wide range of different people and that everyone wanting to be involved, either as a participant, an audience member or an artist, feels OCM is an organisation they can connect with.

We are a charity funded by Arts Council England, PRS Foundation, Oxford City Council and other bodies, with a relatively small staff team and a board of trustees. We currently have six trustees and space to involve two more, so we would like to hear from anyone who may be interested in joining OCM as a new trustee.



Phantom Field by Mark Anderson Photo credit: Jony Easterby



What is a trustee?

The board of trustees reviews and helps the OCM management team to shape policy, finance and strategy. Board members are responsible for ensuring the smooth and safe running of the organisation, value and relevance for beneficiaries, and welfare of staff and volunteers.

Trustees typically meet with the OCM management team four times a year to discuss a variety of topics from the strategic to the everyday. There are also discretionary opportunities between meetings to support the management team with advice and decisions when needed.

There is also an annual meeting to focus on the Trustees themselves as a board and review the ways that they are collectively supporting the organisation.

The current trustees are arts professionals, artists and audience members with a range of valuable skills and experience to offer the organisation. The additional areas of expertise we seek in new trustees include:

- Working with communities;
- HR;
- Finance;
- Environmental issues (data, impact and creative projects).

OCM also wants to reflect a greater diversity of experience and perspectives within our governing body, as we think this will lead to a greater variety of ideas, voices and perspectives that represent the diversity of the communities that we serve.

With this in mind, we recognise that our governing body is under-represented in a range of ways and would welcome interest from:

- Young Adults;
- People from the Global Majority;
- People with a disability;
- People from lower socioeconomic backgrounds;
- People who are neurodivergent;
- LGBTQI+ people.

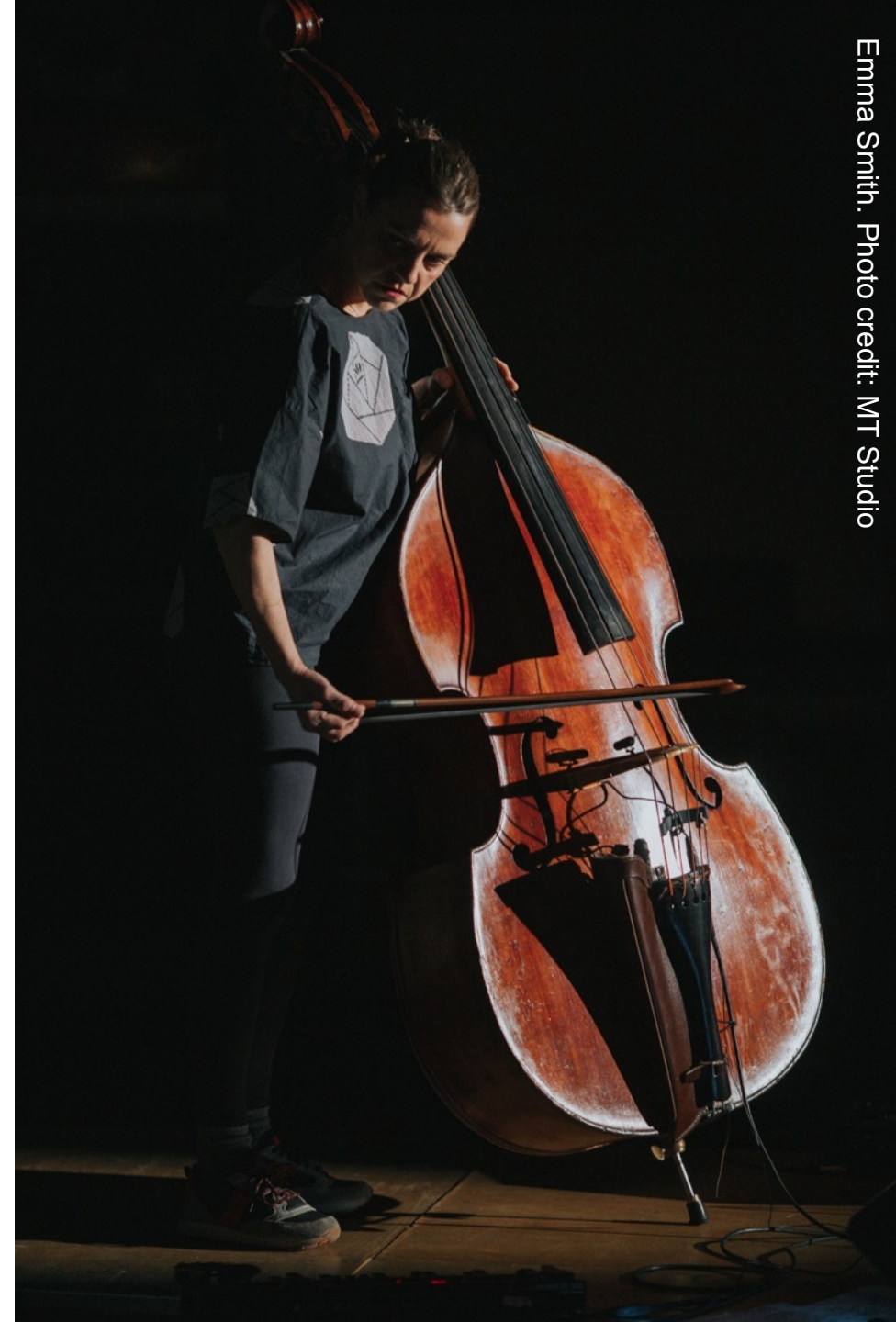
This is a voluntary, unpaid position but any out-of-pocket expenses will be reimbursed. It is likely that you already have other work and family commitments. We schedule our board meetings for a couple of hours in the early evening and prefer to meet in person when possible (typically central Oxford/Headington). We cater for childcare if that is required for you to be able to join us.

We would love to hear from you if you...

- Believe in the value of OCM's work and/or arts and culture;
- Have a passion for music;
- Can contribute ideas as well as challenge the status quo;
- Are keen to be 'noses in, fingers out', asking questions, challenging, offering alternative perspectives but happy to leave the detail to the management team;
- Have time to be involved and plenty of curiosity;
- Are able to advocate and be champions for OCM as well as critical friends;
- Can attend 4 quarterly board meetings per year.

And if you're wondering what the benefits might be in volunteering to be a trustee, they range from:

- Adding experience to your CV of governing a charity;
- Meeting and networking with other people working in the arts, charity and business sectors;
- Contributing to your local community by supporting a charity that gives young people and communities across the city access to music.



Emma Smith. Photo credit: MT Studio



"I've always worked for charities but being a board member gives a new and fulfilling perspective. It is great to be able to support OCM in this way and to develop and learn as I go. A friendly team make it a very rewarding experience."

Ruth Cadiot (recent OCM trustee)

Find Out More

We'll be holding two Q&A sessions via Zoom for anyone who's interested in becoming a trustee. These will be run as 1-to-1 chats of 15 minutes each within the 1 hour windows below:

Sat 25th Nov, 11am-12pm

Tue 28th Nov, 12-1pm

To book a 1-to-1 chat, email victoria@ocmevents.org to arrange a time and receive the Zoom link.

If you can't join us on these dates or don't have access to your own smart phone or computer, you are very welcome to email Victoria (victoria@ocmevents.org) to arrange a chat by phone or other method before you apply.

How to apply

If you would like to apply to become an OCM Trustee, please send a cover letter and CV (including contacts for two referees) to victoria@ocmevents.org

Please also complete our monitoring form online here:

www.smartsurvey.co.uk/s/ZOZUUS/

You can submit a video (up to 4 minutes) or have an informal interview instead of writing a cover letter if you would prefer. A written CV is still required alongside these formats.

Deadline for applications is midday on Monday 5th February 2024

The Application Process

Once you have submitted your application we will get back in touch about a week after the deadline to let you know if you have been selected for the shortlist. If you are in the shortlist, you will be invited for an interview. The interview will be up to 45 minutes long.

We'll be in touch before the interview to check if you have any access needs that need to be taken into consideration for the interview.

The interview will be held via Zoom with the Director and Chair of Trustees. We will give you the interview questions before the interview. If you do not have access to a computer, we will discuss an alternative arrangement.

We may take up references after the interviews as part of our decision-making process. In this situation, we usually ask to speak to two referees.

You will be offered a financial contribution of £20 for attending the interview to cover any costs you may incur such as time away from your current job, or childcare.

www.ocmevents.org

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Nathaniel Mann. Photo credit: Ian Wallman