



APOLLO MUSIC PROJECTS – TRUSTEE AND CHARITY SECRETARY

ABOUT US

Apollo Music Projects is a music education charity that transforms the lives of children in deprived areas through the magic of live classical music. We offer children an experience that enhances and enriches their education, giving them access to something they would not experience otherwise. Since 2004, over 13,000 children from primary and special schools in deprived parts of London have benefitted from our programmes.

This short video illustrates the impact we have on our young audience:

[Apollo Music Projects on BBC2's Artsnight with Armando Iannucci](#)

WHAT WILL YOU BE DOING?

The secretary has a key role, together with the Chair, of organising the meetings and ensuring the general smooth running of the charity.

- ensure that trustee meetings are properly administered
- ensure other meetings, such as the AGM, and events are properly administered
- monitor trustee and staff action points arising from meetings
- ensure that requirements of Companies House are met, and that the list of Directors at Companies House is kept up-to-date
- ensure that annual returns are made to regulatory bodies as appropriate, on time, and in the correct format

Specifically

Trustee Meetings

- Plan and prepare the trustee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking venues, sending out notifications, minutes, and other papers.
 - Liaise with the Chair of Trustees to form agenda; gather papers; send out agenda and supporting papers two weeks before the meeting, including the minutes from the previous meeting.
- Minute trustee meetings or ensure that another minute taker is available. Write them up and circulate for comment asap after the meeting. Prepare final version for approval and signature at next meeting.
- Gather paperwork for AGM to include: Chair's review, Trustee Report and Accounts

The Charity Secretary will also be a full trustee of the Board and general responsibilities will include:



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- Providing guidance and oversight to ensure that Apollo Music Projects develops the structure and financial sustainability to deliver on its objectives
- Participating in the setting of strategy and the evaluation of performance
- Acting as an ambassador for Apollo Music Projects
- Ensuring that Apollo Music Projects complies with charity law

As a Board, we meet four times a year, but depending on your skills and time, there are also a number of ongoing initiatives that Trustees can get involved in and contribute to.

The Trustee will also perform the duties of Company Secretary for Apollo Music Projects Ltd:

Company Secretary

- Keep details of Directors (Trustees) up to date with Companies House and on Charity Commission websites
- Send a signed copy of Trustee Reports and Accounts to Companies House
- File annual confirmation statement with Companies House

WHAT ARE WE LOOKING FOR?

The most important credential for anyone on our Board is that they understand what Apollo Music Projects does, the benefits to children it brings, and are passionate about helping us secure our future. As such, it is not a prerequisite to have prior experience as a Trustee on a charity Board.

- A clear commitment to the values and objectives of Apollo Music Projects
- A willingness to devote the necessary time and effort over a minimum 3-year term
- The ability to work effectively as a member of a team whilst contributing an independent perspective
- The ability to think strategically and challenge constructively
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship as well of the respective roles of the chair, trustees, and executive management
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- To be able to delegate and/or organised and methodical
- Have knowledge of Company law relating to the Company Secretary's role
- Able to give clear advice on procedural matters

Apollo Music Projects is committed to building a board which is reflective of the communities it serves. Therefore, applications are particularly welcome from candidates from minority ethnic backgrounds.



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What difference will you make?

You will be instrumental in ensuring the charity not only meets its short-term goal of returning to pre-pandemic levels of activity, but more importantly lays solid foundations to support the next stage of Apollo's growth.

As such, we're not looking for Trustees to help us stay where we are; we're looking for Trustees who can support the next step and help us accelerate forwards.

What's in it for you?

What we do makes a difference to children. We open their minds to new experiences and within the space of a year, have children that are able to sit through a concert and be inspired and mesmerised by what they see and hear. We are excited to reach even more children than we've ever done before. This is an opportunity to get involved in a charity with an enthusiastic and motivated Board, keen to make their mark.

HOW TO APPLY

Please send your latest CV and a covering letter to chair@apollomusicprojects.org. Within your covering letter, please include how you see yourself contributing to the next stage of Apollo's growth in the coming 2-3 years.

A FEW MORE DETAILS

Please visit our website to find out more about what we do:

<https://www.apollomusicprojects.org/>

Here are some useful links:

[Apollo Music Projects on BBC2's Artsnight with Armando Iannucci](#)

[Apollo Music Projects - inspiring children through the magic of live music](#)

[Apollo Music Projects Chamber Orchestra Workshop 2021](#)

[Apollo Music Projects Symphony Orchestra Concert 2021](#)

[Apollo Music Projects 2014](#)

Impact Report can be read [here](#).