



*The Redbridge Music Lounge*

[www.rmluk.org](http://www.rmluk.org)

# Members Handbook 2023

Version 1 Feb 23

## FOREWORD BY OUR FOUNDER

After taking an opportunity for early retirement from a long career in teaching, I saw the chance to dedicate more time to my passion for all aspects in the creation of music.

The Redbridge Music Lounge is an organisation through which those individuals who are also passionate about music can network to create, learn, perform, share and exchange any form of music-based activity. I expect many of the activities of the RML will involve volunteering but the experience itself, I suggest, will be rewarding and beneficial both to the individual and the wider community. I welcome you to the group and hope that your own creative passions are fulfilled too.

Chris Wyatt

Founder of *The Redbridge Music Lounge*

## INTRODUCTION

*The Redbridge Music Lounge* recognises that members make a valuable contribution to our work and is committed to achieving best practice in relation to working with other members. This handbook is intended to provide you with all the basic information you may need whilst volunteering as a member of the RML.

If you have any additional questions or would like to make comments on the handbook and associated membership policy please feel free to speak to Chris Wyatt , chair of RML.

## CONTACT DETAILS:

*The Redbridge Music Lounge*

c/o Chris Wyatt

28 Grosvenor Gardens

Woodford Green

Essex

IG8 **OBE**

Tel : 020 8270 7031

Mob: 07929 071155

Email: [criswyatt@aol.com](mailto:criswyatt@aol.com)

Website: [www.rmluk.org](http://www.rmluk.org)

## HOW TO USE THIS HANDBOOK

The handbook is laid out in alphabetical order to help you find the section you are looking for. It contains the following information:

### Subject

Access to the main RML Centre

Aims of the RML

Benefits: who to notify about volunteering if you are in receipt of benefits

Breaks and refreshments

Confidentiality

Equal Opportunities and Diversity

Expenses:

    Meals whilst volunteering

    Travel expenses

    How to claim

Events and performances

Gifts and donations

Health & Safety

Induction

Information

Insurance

Mission Statement for RML

Nature of Volunteering

Non attendance - what to do if you cannot attend as expected

Personal details & Data Protection/ GDPR

Problems and how to resolve them

Risk Assessment

RML Equipment

References

Safeguarding Policy

Subscriptions

Support and supervision meetings

Training

Use of equipment and instruments

Who's who at RML (Committee and Board of Trustees )

Appendix Section

### ➤ **Access to the main RML Centre**

The main RML centre is based at :-

The Cranbrook Centre

Melbourne Gate, Melbourne Road, Valentines Park, Ilford, IG1 4SB

(The Cranbrook Centre telephone number is : 020 3730 4141)

There is a public car park nearby with RINGO parking charge system .

For directions see

[www.rmluk.org/contact/how-to-find-us/](http://www.rmluk.org/contact/how-to-find-us/)

The building is wheelchair friendly with an accessible w.c.

### ➤ **Aims of the RML**

- a non-profit organisation with charity status for which any monies received or donated will be used for expenses and re-invested back into the organisation to purchase musical equipment and services for the benefit of the organisation and its members
- to set up a music club venue, especially for musicians and those interested in music,
- Membership will be open to anyone in the local community who recognises through the medium of music that they develop a sense of wellbeing, especially those who are available during the day, presently out of work or retired.
- To organise intergenerational creative activities and projects based at the club, broadly musical, and to develop the particular interests of the members whatever the genre, classical, jazz, ethnic, folk, blues , modern etc
- to organise performances, during the day and evening , either based in the club or in various venues in the community, possibly linked to the ' music for life ' model
- to network with education, health, and social services ; to link in with the community well-being programme

### ➤ **Benefits: who to notify about volunteering if you are in receipt of benefits**

If you are in receipt of benefits, it is your responsibility to inform the JobCentre Plus / Department of Work and Pensions that you are volunteering.

The RML can provide you with a letter outlining the details of what you do as a volunteer. You can receive out of pocket expenses, when available, including a contribution to the cost of lunch, whilst volunteering, but will not receive any payment.

➤ **Breaks and refreshments**

Tea, coffee, biscuits and water are freely available, so please help yourself during the sessions, extra donations are always gratefully accepted. However members are encouraged provide refreshments to share with others.

➤ **Confidentiality and Data Protection**

The RML has a Data Protection Policy and is ICO registered therefore aims to be GDPR compliant. We ask you to read the Data Protection Policy when you become a member and abide by what it says. We will always be happy to answer any questions you may have about confidentiality.

When you become a member, you may come across confidential or sensitive information about individuals or organisations. You must not discuss this information outside RML or share it with any colleagues who do not need to know.

We are dedicated to maintain strict confidentiality. Only those people who need to know will have access to your personal details and this information will never be passed on without your consent. All personal information held about you will be stored in a secure place. . (See Data Protection GDPR appendix )

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➤ **Equal Opportunities and Diversity**

All members are expected to comply with the RML Diversity Policy whilst they are with us. A copy of this policy is provided for you to read when you become a member.

The RML recognises that equality & diversity is at the heart of what we do as an organisation. Our policy is not only about ensuring that the organisation meets its legal obligations but also acts as a means of demonstrating our commitment to equality of opportunity and diversity, encouraging respect, fairness and equality of treatment for all.

The RML celebrates diversity and tolerance and aims to create an ethos and culture that respects and values each other's differences, irrespective of age, race, creed, gender, disability, ethnic origin, HIV status, nationality, refugee status, sex, sexual orientation, or responsibility for dependants. In recognising that everybody has a contribution to make, our challenge is to help unlock the talents and potential of its staff, members, volunteers and service users.

Complaints about any breaches in respect of RML's Equalities & Diversity policy should be raised initially with a member of the committee.

The RML has a policy for its members who attend activities and events to maintain a strict code of respect for other members involved in any event. This involves full

co-operation of all members not to participate in domination of the group in any manner.

➤ **Expenses:**

## **EXPENSES AND HONORARIUM POLICY**

There are three situations in which RML Members can expend or claim money ;

1. Approved purchase of goods
2. Reimbursement of Approved Expenditure, and
3. Honorarium for Attendance at Events.

### **1 Purchase of approved goods**

All purchases of goods must be pre- approved by **one of the three trustees**, Alan Neville, Chris Wyatt, Jon Pushkin. In addition purchases of goods worth more than £50 needs explicit consent of the management committee and will be made by Chris Wyatt using the RML debit card.

### **2 Reimbursement of Approved Expenditure**

*The golden rule underpinning this policy is that no one should be out of pocket so there must be **actual expenditure**. If for instance you have a freedom pass you cannot claim for travel by public transport because there is no expenditure.*

At any event designated by the committee as an RML event , members, whether they are musicians , or there in some other capacity, may (if they wish it's not obligatory) claim the following expenses: Please note our fortnightly RML rehearsal sessions are outside this policy and no expenses are payable

- a The full cost of travelling to the event by Public Transport. Payment will be dependent on completion of the claim form and if possible train / bus tickets but as some people have oyster cards there will be an element of trust. Travel by cab will only be reimbursed if it is pre-approved by one of the three trustees  
or
- b Car Mileage at a rate of 30p a mile Payment will be dependent on completion of the claim form itemising the number of miles travelled. RML members are encouraged to car share where possible particularly if mileage will exceed 10 miles there and back.

- c The full cost of car parking up to a maximum of £4. If it is likely that parking will exceed £4 members must either travel by public transport, car share or check in advance with one of the three trustees
- d Refreshments up to £2.50 and where the event lasts more than 4 hours a further £4 for lunch

### **Honorarium for Attendance at Events**

At some of the events at which we perform we either receive a fee or a donation from the host. At any event where a fee or donation is forthcoming (Chris or Jon will let members know if this is the case) RML members who either play at, **or assist at**, these events are entitled to claim an honorarium. We have set the amount that can be claimed for RML events at £10 per member per member per event. The £10 is in addition to any of the expenses set out above. Sometimes where we are administering monies on behalf of another organisation like the Redbridge Green Fair Music Club or Redbridge Vision, there may be a different level of remuneration. **At events where we do not receive a fee or donation no remuneration will be payable but routine expenses can still be claimed**. Please remember that remuneration is income and it is individual members responsibility to ensure that this does not affect their liability tax wise.

### **Claiming Expenses or Remuneration**

To claim you **must** fill out the Claim Form (appendix C) and ask a trustee (Alan Neville, Chris Wyatt or Jon Pushkin) to countersign it. You must state clearly what you are claiming for and wherever possible provide receipts. The form should then be given to the Treasurer. A copy of this form is available from the Treasurer on request.

You will generally be paid in cash for claims up to a limit of £50. Anything above that will be paid by cheque or now RML has internet banking if you wish via transfer direct into your account. We will aim to make payments within 28 days subject to our receiving owed funds within that time.

The treasurer will determine if a claim should be payable and in the event of a dispute a decision will be made by the management committee.

See appendix C



➤ **Gifts and donations**

Any person or organisation wanting to give a token gift should be encouraged to give something that the whole group can share e.g. cash donations, equipment, prizes. Gifts more than £5 need to be reported to the RML committee who will record the gift in a register.

➤ **Health & Safety**



# *The Redbridge Music Lounge*

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## *HEALTH AND SAFETY POLICY*

### *Setting The Scene*

The Redbridge Music Lounge is a charitable company based in the Cranbrook Centre in Valentines Park. This health and safety policy applies to all activities undertaken within the borders of the land occupied by the Cranbrook Centre and in particular within the actual Cranbrook Centre Building.

Health and Safety is the business of anybody and everybody who visits the Cranbrook Centre but legally is the responsibility of the trustees of the charity.

The activities of the Redbridge Music Lounge involve the use of musical instruments, computer equipment and access to a kitchen. This policy is based on the Health and Safety Executive Guidance.

The policy has been approved by the management committee who the trustees have authorised to deal with day to day management as well as the trustees themselves.

This policy is available as part of the members handbook, and also is on display in our kitchen.

### **The Scope of the Health and Safety Policy**

The aim of this policy is to:

prevent accidents and manage health and safety risks in our centre

provide clear instructions and information and adequate training, to ensure that anyone visiting the centre remains safe

implement emergency procedures, including evacuation in case of fire or other significant incident

### **Day-to-day responsibility for ensuring this policy is put into practice:**

At every session run in the centre a person is nominated to be the duty manager . This is usually one of the management committee but occasionally will another trusted person. Where an external body is hiring the centre the person hiring takes responsibility.

All activities are backed by the organisation's public liability insurance.

### **The Policy in Practice**

All members and visitors should co-operate with the duty manager on health and safety matters this includes;

- taking reasonable care of their own health and safety

- reporting all health and safety concerns to the duty manager and / or a member of the management committee

All equipment is tested annually for electrical safety any concerns in the meantime should be reported to the duty manager.

Reasonable steps are taken to ensure free movement around the building.

### **Evacuation**

A fire alarm is installed within the building should that go off the duty manager is responsible for ensuring safe evacuation of the building and reporting to the place of safety which is the area of the park on the other side of the fence adjacent to the centre. A roll call will be made to ensure everyone has left the building.

### **Accidents**

All accidents however minor must be recorded in the accident book which is near to the kitchen.

A first aid cabinet is fully stocked and is readily available in the kitchen.

A defibrillator is hanging on the wall, audio instructions on how to use it are automatically delivered when it is switched on. Instructions on likely scenarios its use will be given periodically.

### **Policy Revised: 6/02/2023**

You will be given basic health and safety advice including the names of First Aiders and where the fire exits and first-aid kit are to be found. Guidance information is displayed in the centre.

Please ensure that you take responsibility for your own safety and for the safety of others. If you have any concerns about the Health and safety please speak to a member of the RML committee or complete a suggestion box form which is always available.

The RML has a strict policy that children under 14 years of age are kept under close supervision by their parent or carer.

RML membership is for those over 14 year old.

RML risk assessments are completed as required.

#### **➤ Induction**

All volunteers will receive an induction covering:

The work of the RML and its members

The structure of the organisation

Introduction to the roles within the RML

Essential policies: H&S, Diversity and Equal Opportunities, Confidentiality and the RML

Members Handbook

Safeguarding Policy when in contact with children and/or vulnerable adults

Relevant CRB or ISA checks to be done

#### **➤ Information**

RML information brochure will be available at each session. The RML newsletter BILLBOARD is published each month which also has current information about the group and its activities.

Most of the RML communication will be by email, text or direct post. You are encouraged to check that others have access to the current RML information too.

#### **➤ Insurance**

The Redbridge Music Lounge is registered as an associate member of the Making Music

National Federation of Music Societies

2-4 Great Eastern St  
London EC2A 3NW  
[www.makingmusic.org.uk](http://www.makingmusic.org.uk)

Public Liability and Property Insurance is covered through this membership.  
Details are available from the chair, treasurer or secretary.

➤ **Mission Statement for RML**

To promote a network to create, learn, perform, share and exchange any form of music-based activity which will be rewarding and beneficial both to the individual and the wider community.

➤ **Nature of Volunteering/Membership**

If the nature of the volunteering/membership involves working with vulnerable people RML may require members and volunteers to have CRB clearance.

➤ **Non attendance - what to do if you cannot attend as expected**

We appreciate that as a member you are giving up your own time to volunteer for us, but if you are unable to attend on a day or for a meeting, event/performance that you committed to, **please let us know at the earliest opportunity**. You can contact the organising committee member of the event by phone or email.

If any committee member/officer fails to attend a meeting, without apology, then that officer will be contacted by the chair.

➤ **Personal details and Data Protection / GDPR**

RML is registered with the Information Commissioner's Office (ICO)

Any personal details that you give us will be held on file in strict confidence, either in a secure cabinet or locked electronically. If any personal details change please inform us at the earliest opportunity. RML aims to be GDPR 2018 compliant.

Data Protection Policy details. (See appendix )

➤ **Problems and how to resolve them**

In the first instance we will always try to resolve any problems informally either by the chair or other committee members . If however you wish to make a formal complaint about any aspect of your experience at the RML you may do so at any time.

Formal complaints should be submitted to any member of the committee who will raise the issue at the next committee meeting . A Special Committee meeting can be called for emergency issues.

➤ **Risk Assessment**

When performing outside of the RML base, at The Cranbrook Centre, then a risk assessment will be undertaken. (See appendix )

Individual Artists have a responsibility to themselves and others when performing outside the RML base.

### ➤ **RML Equipment**

Any mains electronic equipment over one year old used by the RML in the sessions will be annually PAT tested.

The RML are able to PAT test equipment with their own registered PAT testing kit.

Please contact the Chair Chris Wyatt when equipment has to be checked.

**RML equipment last tested on Nov 2017**

### ➤ **Safeguarding**

#### **1. The Policy Statement**

The Redbridge Music Lounge(RML) believes that all musicians, non playing volunteers and members of the public attending events , should have the right to enjoy the activities of RML in a happy, safe, secure environment.

RML has developed this policy to ensure that it is clear to all musicians, volunteers, members of audiences and funders how this safeguarding policy will be implemented. This policy has been approved by the charitable trustees and will form part of training for trustees, management committee and anyone else involved in events organised by the Redbridge Music Lounge.

#### **2. DBS Checks**

In the main there will be no need for DBS checks as no officer or volunteer of RML will ever be on their own with a vulnerable adult or child. If there is a situation where someone will be on their own with a vulnerable adult or child DBS checks will be undertaken.

#### **3. Adopting Safe Recruitment Procedures**

RML does not have paid employees as it is a volunteer / member led organisation . No volunteer is ever on their own with a vulnerable adult or and all children of 14 or less are required to be accompanied by an adult.

#### **4. Induction and Training for Staff and Volunteers**

All volunteers / members are given a copy of the RML Volunteer handbook including this policy. The policy is on display at all RML events

Staff and volunteers should also have the health and safety procedures detailed to them as part of their induction.

## 5. Good Practice Guidelines

All new volunteers and members receive the Volunteer Handbook which sets out Good Practice Guidelines

### **The following are current guidelines for RML Events**

Risk: lost children or vulnerable adults

Action:

- All stewards will be aware of the lost children and vulnerable adults procedure
- The Information point has been designated as the lost children's and vulnerable adults area
- The stewards at the information point will be responsible for the child/vulnerable adult until the carer is found
- Two stewards (including one committee member) will assess that the child/vulnerable adult goes with the correct person
- At least 2 stewards will be on the field wearing name badges or high visibility or RML shirts/jackets

Level of risk: Low.

Risk: Event may attract undesirable adults.

Action:

- Whole event is open – no areas are private or secluded
- There are not specific areas or activities for children, the event is for the whole family
- There will be clear notices to show that parents/carers are responsible for their children
- For any community art activities or games, they are aimed at all ages and parents will be encouraged to stay with their children and to join in
- There will be stewards with high visibility jackets with a role to keep a look out for any concerns for children or vulnerable adults safety issues.
- There will be committee members on site at all times who have full DBS check

Level of risk: Low

Risk: Children/vulnerable adults may go off with undesirable adults

Action:

- Stewards will intervene or immediately advise information point if there is a concern about this
- Stewards in high visibility vests will be aware of children's/vulnerable adult's safety throughout the event
- There will be committee members on site at all times who have full DBS check
- Covered in stewards pack

Level of risk: Low

## 6 Reporting Abuse

RML has appointed a Safeguarding Officer to be the recipient of all reports of abuse. Currently this is the Chair but this will be reviewed from time to time. However an initial report of abuse should be made any one of the dedicated committee members attending events That person will take accurate account including

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

This report will be passed on to Redbridge Music Lounges designated person for Safeguarding whom will determine what action is necessary which may include reporting the matter to Local Authorities Safeguarding Board . All allegations of abuse will be reported to the Charities Trustee board.

## 7. Whistle Blowing Procedure

The RML Volunteers handbook makes it clear that volunteers can share in confidence with RML Safeguarding Officer concerns they may have about another member or volunteer. The same applies to any member of the public . Normally all concerns should be addressed to the RML Safeguarding Officer

However if any person feels that uncomfortable with approaching the organisation then concerns should be reported to Linda Blyth , Redbridge Safeguarding Board, Ley Street House 479 – 499 Ley Street 02087085226 . [Lynda.blyth@redbridge.gov.uk](mailto:Lynda.blyth@redbridge.gov.uk)

### ➤ Support and supervision meetings

Members with Redbridge Music Lounge will have access to both structured and informal mechanisms for support and supervision with both trained and supportive members.

This will include:

- Formal 1-1 supervision and reviews of progress on a regular basis;
- As required where there may be concerns;
- Access to the Redbridge Voluntary Service and/or various project partners for advice and guidance and general support .

Members are encourage to raise any issues of concern or changes in circumstances .If dealt with early these issues be prevented from developing into a major problem. Early intervention is a means of ensuring both the welfare of the member and the RML as a whole organisation.

➤ **Training**

The RML is linked to the Redbridge CVS (Council for Voluntary Service) who may occasionally provide relevant formal training for members.

\*See policy

➤ **Use of equipment and instruments**




The RML has use and access to a variety of equipment and instruments, some of which is personally owned or donated for use by members. Some equipment is valuable, delicate and expensive to replace so extreme care must be taken when in use and placed in secure storage during and after use. Electrical equipment has been tested and must be used with care. Any faulty equipment must be reported and repairs must only be carried by qualified personnel.

Please respect the premises and facilities of our hosts The Cranbrook Centre.





➤ **Who's who at RML**




- **Present RML Committee as from June 2014**

Committee job descriptions in appendix

Name	Title	Contact
 Chris Wyatt	Founder & Chair	<a href="mailto:criswyatt@aol.com">criswyatt@aol.com</a> 020 8270 7031 07929 071155  28 Grosvenor Gardens Woodford Green Essex IG8 0BE
 Dave Dean	Vice Chair	<a href="mailto:daviddean597@btinternet.com">daviddean597@btinternet.com</a> 07778 768122  Flat 71 Queensland House Rymill Street London E16 2LQ
 Alan Neville	Secretary	07941656195
Vacancy	Assistant Secretary	



 Jon Pushkin	Treasurer	07961819728
 Steve Collins	Promotions	07917050490
 John Drummond	Music Director	07725 782813
Vacancy	Monitoring & Evaluation	
Vacancy	Publicity	
 Bernard McDonald	Committee Member	07948796563

 <p>Ed Williamson</p>	<p>Committee Member</p>	
 <p>David King</p>	<p>Committee Member</p>	
 <p>Tom Moore</p>	<p>Committee Member</p>	

➤ **COMPANY DIRECTORS elected JULY 2012**

**Chris Wyatt**

**Jon Pushkin**

**Alan Neville**

Each of the above roles will have written job descriptions put in place for next AGM. There will also be a job description for members roles .Copies of which will be located in the appendix section of this handbook.

Each committee or steering group member must be nominated by RML member and seconded.

Officers are voted onto the committee by members at the AGM.

The term that each committee member will serve will be one year.

Existing committee member can be re-nominated and seconded and voted onto serve a further annual term on the committee.

➤ **RML Bank accounts**

A current account has been opened at the CAF Bank Online

Account details

Name        The Redbridge Music Lounge  
Sort Code   40 52 40  
Acc no.     00023274

Signatories at present are :-

Chris Wyatt  
Alan Neville  
Jon Pushkin

A current savings account has been opened at the NatWest Bank Barkingside

Account details

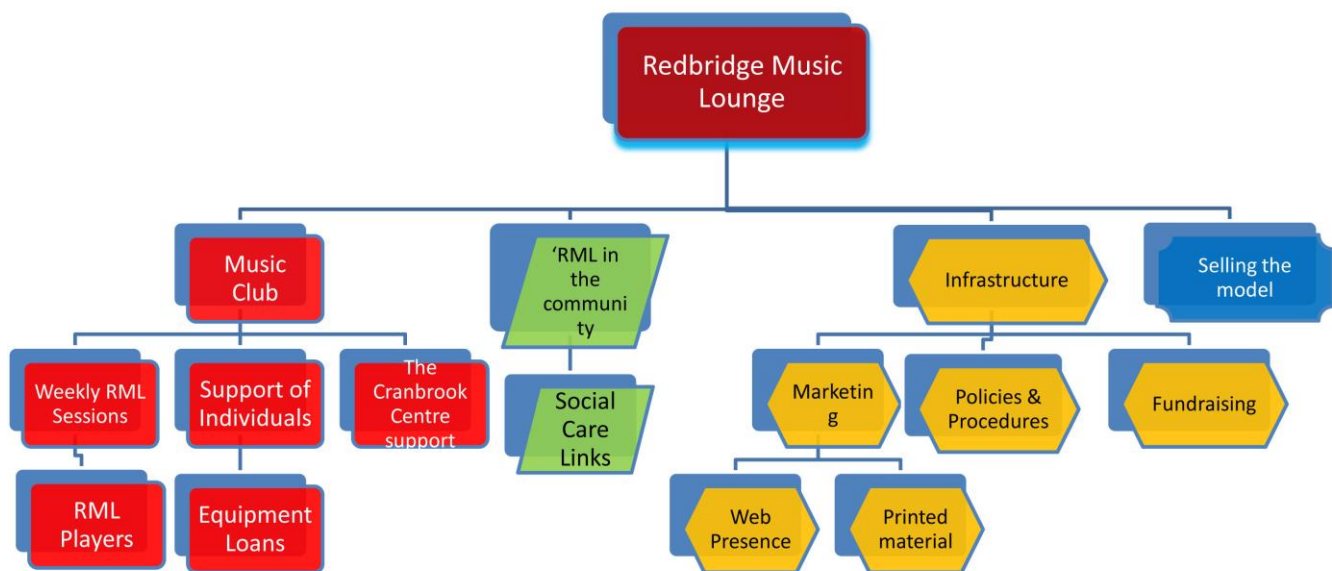
Name        The Redbridge Music Lounge  
Sort Code   60 01 38  
Acc no.     53237153

Signatories at present are :-

Chris Wyatt  
Stephen Collins  
Jon Pushkin

**Appendix Section:**

RML Schematic Structure



**SECTION 1:1 OTHER POLICIES AND PROCEEDURES.**

APPENDIX A

Risk assessments

## *Redbridge Music Lounge* Generic Risk Assessment

<b>Date</b> Weekly alternate Wednesdays/Thursdays	<b>Activity /Event</b> RML sessions	<b>Venue</b> The Cranbrook Centre	<b>Time</b> <b>12.30 -16.30</b>
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RISK	HIGH/ MED /LOW	Proposed Action	Named person
Session cancelled	low	Inform members asap by phone / email and be present at The Cranbrook Centre to check List of contacts with session co-ord	Chris Wyatt
Performers late or not attending	low	Reduce and adjust programme and placements as necessary	Chris Wyatt
Equipment failure	low	Continue acoustically as much as possible Reduce and adjust programme and placements as necessary	Chris Wyatt
Trip Hazard	med	Equipment and wires to be neat and securely placed in the room Cable rubber cover across main entrance	Individual members Duty RML Manager
Too many members attending Overcrowding	med	Ensure equipment secure and members are divided into manageable groups using other rooms if available	Individual members
Emergency situation with intruders or fire risk	low	Ensure members and equipment are safe/secure and to follow evacuation procedures as displayed	Duty RML Manager
RML session co-ord ill or unable to attend	low	RML org deputised to Committee member	Dave Dean Jon Pushkin

### RML Safeguarding Reporting Form

<b>Your Name:</b>
<b>Your Position:</b>
<b>Name of Person Reporting Abuse</b>
<b>Address:</b>
<b>Parents/Carers Name and Address: (if relevant)</b>
<b>Date of Birth:</b>

**Date and Time of any Incident:**

**Your Observations:**

**Exactly What was Reported**

**Action Taken so far:**

<b>External Agencies Contacted (Date &amp; Time)</b>	
<b>POLICE</b>    <b>Yes/No</b>	<b>If yes – which:</b>    <b>Name and Contact Number:</b>    <b>Details of Advice Received:</b>
<b>Local Authorities Children’s Social Care</b>    <b>Yes/No</b>	<b>If yes – which:</b>    <b>Name and Contact Number :</b>    <b>Details of Advice Received:</b>
<b>SPORT GOVERNING BODY</b>    <b>Yes/No</b>	<b>Name and Contact Number:</b>      <b>Details of Advice Received:</b>

<b>LOCAL AUTHORITY</b>          <b>Yes/No</b>	<b>If yes – which:</b>       <b>Name and Contact Number:</b>       <b>Details of Advice Received:</b>
<b>Other (e.g. NSPCC)</b>	<b>Which:</b>       <b>Name and Contact Number:</b>       <b>Details of Advice Received:</b>
<b>Signature:</b>	



<b>Print Name:</b>	
<b>Date:</b>	

Policy Updated August 2013

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## APPENDIX B

### RML Protocols and Guidance for the weekly RML Sessions @ The Cranbrook Centre

#### Background and rationale

RML needs exuberant participants and wish you to have enjoyment/confidence and the opportunity to develop in whatever area of music you wish to undertake.

Experience tells us that creative and constructive talent development also needs to be accompanied by the need to create a cohesive and harmonious group dynamic. This will ensure that the RML community music events remain the powerful and exciting group effort it aims to sustain.

Whilst RML wish to keep music sessions as relaxed and enjoyable as possible, there will be sessions when musicians need to rehearse for a forthcoming public event. This need not prevent the usual fun-loving atmosphere that RML enjoys with all members, while trying to construct an appropriately professional musical performance for a certain type of event. It does mean creating some type of format which involves certain musicians or singers performing individually or as a group.

#### Protocols/guidance

##### Musical Material from The RML Songbook

At each session the RML Musical Director or co-ordinator will have arranged specific songs/material, already with printed lyrics and chord sheets, for rehearsal/performance to give some organised and productive structure at the session. Extra copies of these sheets can be printed from the RML laptop and can be taken home for personal practice. Most of the musical content has been suggested at previous weekly sessions and could be specific in preparation for a future RML event.

##### Allocation of Musical performance

##### Preference for Playing and Rehearsal

Because time is limited on a weekly session it is suggested that singers and musicians take the opportunity to practice a song in advance so they know it well before they rehearse. It will not always be possible to allow individuals to actually learn their piece during practiced knowledge of the piece.

### How we prefer to play and rehearse

Individual singers or musicians may be required to participate in various songs at different times as directed by the event co-ordinator and /or musical director. Performers will put forward ideas and suggestions until a final format is agreed. If some singers or musicians find that certain pieces are not deemed appropriate for their voice or level of musical experience, there will be ample opportunity to become more confident during a weekly session.

It may not be appropriate for singers /musicians to participate on every song or accompany another musician or singer. There will be opportunities for individual singers/ musicians to rehearse a specific part of a song as musical backing or harmonising etc. as required by the main performer of that song.

Certain singers have 'their own' songs to sing and as a matter of protocol we ask you to allow them to preserve their 'song territory' by ensuring you ask the performer and the co-ordinator/musical director before you join in with musical backing or harmonising.

The music director will allocate sessional time sensitively to those members who are singers only and not playing any instrument

### How to put forward your ideas

RML welcomes any requests concerning your participation in sessions and we will make all attempts to satisfy them according to the diary of forthcoming events. Please speak to our Chair or Musical Director (or whoever is co-ordinating ) regarding any future ideas and pieces which you would like to be included in the RML Songbook.

A song request sheet is always available for song suggestions which, if selected by the musical director, will be musically arranged, usually in time for the following weekly session.

The RML suggestion box is also available for any ideas or comments you wish to direct to the committee. If named, a personal response will be given and if anonymous an appropriate general announcement will be made.

### Songwriters and Composers extra sessions

Periodically the RML will organise special sessions for songwriters/composers , vocal or instrument training workshops.

## APPENDIX C



# The Redbridge Music Lounge

## Volunteer Expenses Claim Form

This form is to be used to record those expenses you incur while volunteering for Redbridge Music Lounge for which you wish to be reimbursed. The types of expenditure for which we provide reimbursement are:

1. Exceptional Travel Expenses for events previously agreed by the committee
2. Sustenance for whole day events more than 4 hours
3. Out of pocket expenses agreed by committee

Date	Type of Expense	Amount

*Total*

Expenses must be claimed within a fortnight.  
Claims will not be paid without receipts.

These represent an accurate account of my expenses.

\_\_\_\_\_  
Name of volunteer

\_\_\_\_\_  
Authorised by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX D



# The Redbridge Music Lounge

## Data Protection Policy

The Redbridge Music Lounge (RML) Data Protection Policy is based on the new General Data Protection Regulations ( GDPR ) 2018 Information Commissioner’s Office (ICO) guidelines ‘ the eight principles of the data protection act’.

### **1. Personal information must be fairly and lawfully processed.**

Personal information for the RML is collected via a membership form completed by the applicant when joining the organisation. RML has three levels of membership data collection:-

1. RML trustees and committee - full details required as officers of a charity organisation

2. RML members – name and contact email or telephone number, address optional
3. RML associate members - name and contact email or telephone number , address optional

Information details are collected via the applicant completing the relevant forms.

The RML membership forms explain that we collect and process the information in accordance with the GDPR 2018. RML is registered with the Information Commissioner's Office (ICO)

Any breaches in our data protection will be reported to the relevant authorities and the ICO within 72 hours.

## **2. Personal information must be processed for limited purposes.**

Personal information for the RML members is used to register their membership of the organisation and used for communicating and informing the members of the news and activities of the RML and related or affiliated organisations. Information is also used for monitoring and evaluation purposes without identifying individuals.

## **3. Personal information must be adequate , relevant and not excessive.**

**RML members** are obliged to give minimum contact details of name, telephone number and / or email to register their membership and to ensure a good communication with the RML organisation. Giving their address is optional.

A register of attendance at events is kept for monitoring and evaluation purposes.

**RML trustees and committee members** are obliged to give name, telephone number and /or email address, home address and application details including a skills audit , when completing a job description as a committee member.

## **4. Personal information must be accurate and up to date.**

All RML members are asked to renew their membership annually and therefore given an opportunity to update their personal information.

## **5. Personal information must not be kept for longer than necessary.**

Personal information for the RML members is retained on file and on database for the time they are active members. Membership is renewed annually. Some information is retained for the Charity archiving/heritage purposes only.

## **6. Personal information must be processed in line with the data subject' rights.**

Personal information will be processed into an RML database in Excell for annual membership registration. Email addresses will be used in an RML contact list which will be sent out BCC to protect members own email addresses.

In line with good governance, RML trustees / committee members will share contact details and personal information to ensure effective communications and an effective deployment of their legal duties as trustees/committee members.

Permission must be obtained before any personal details are published on our website [www.rmluk.org](http://www.rmluk.org)

## **7. Personal information must be secure.**

All RML information forms are collected by the RML chair and vice chair/membership secretary and the information transferred to an Excell database on the RML computer based securely at the registered RML business address 28 Grosvenor Gardens, Woodford Green, IG8 0BE. A backup system is held by the vice chair. Paper and computer financial records of membership payments and transactions are secure with the RML treasurer.

## **8. Personal information must not be transferred to other countries without adequate protection.**

The RML have a secure website which is hosted by 1&1 . Details posted on the site are processed securely by one password holder only , at present the RML chair . Back-up is by the other two trustees the Secretary and the Treasurer.

The website has published a disclaimer on each page .

Permission must be obtained before any personal details are published on our website [www.rmluk.org](http://www.rmluk.org)



## GUIDANCE FOR MUSICIANS AND SINGERS PERFORMING AT RML PLAYERS EVENTS

### INTRODUCTION

The RML Players is a group of members of the RML that go and perform at various venues and to various audiences. In doing so, they represent the RML which is a local charitable organisation.

It is expected that the RML Players will aspire to be professional by giving the best performance they can at every opportunity, for the benefit of both our audiences and the Players themselves.

This guidance is designed to facilitate this, and is based on experience to date and good practice. It is intended to be a “living document” in that it can be amended or added to in the light of experience over time.

### RML PLAYERS REHEARSALS

It is the duty of everyone, singers and instrumentalists, to try and make each song good, so help and suggestions are welcome. The final arbiter in a difference of opinion is the RML musical director.

Rehearsals are designed to be practice for events.

As a member of the RML Players you are required to attend at least 50% of their rehearsals.

It is important that you try and attend the regular RML sessions on Wednesday and Thursday afternoons too, from which you were originally invited to join the RML Players.

At rehearsals the musical director will work on the songs both musically and dynamically to encourage both singers and musicians to continually develop their skills to create an improving performance for each song.

Performers and songs for the set list will be arranged and selected by the group but finalised by the music director for each event.

### THE SONGS WE PERFORM

We can only play songs that are adequately practised both within the group and/or by the singer in their own time.

Songs should be of reasonable length, preferably no longer than 4 minutes.

Songs must be appropriate for our audiences in terms of language and lyrical content.

Songs should be popular and straightforward, suitable for the RML Players ability. The final choice is approved by the musical director bearing in mind the event and the anticipated audiences.

## **BEFORE AN EVENT**

Playing at an event is **BY INVITATION** which is by email or text message from the RML musical director. There are some events for which we will need a smaller set of players, a lighter set up, and maybe playing a different repertoire. Please do not be offended if you are not selected.

If invited, please indicate as soon as you can, preferably a week before the event, whether you can play.

RML Players events and details are listed on the RML Players section of the dedicated website

[www.rmlplayers.webpure.net](http://www.rmlplayers.webpure.net)

or via the logo link on RML home page at

[www.rmluk.org](http://www.rmluk.org)

In the days before the event, check out the location, work out how you are going to get there, what time you need to leave home etc.

Check if there is a dress code; generally smart casual, black & white, if appropriate and possible wear an RML top.

Check you have the final set list from the musical director for the event.

The regular RML session or a rehearsal is the place for experimentation, NOT at the event.

You should be familiar with singing/playing them in rehearsal before we try them. Generally the RML players adhere to the set list without requests, the musical director on the day has final say.

The musical director will try to ensure an even spread of songs between singers.

Where possible and as an aspiration, singers should try to memorise words or at least the structure of the song; it looks better.

## **ON THE DAY OF A PERFORMANCE**

Make sure you know who the RML Musical Director (M.D.) is for the event.

You are responsible for making sure you have copies of the music and words you need.

Arrive no later than 30 minutes before the designated starting time.

If you arrive after we start the performance you may not be allowed to perform, subject to the decision of the M.D.

Instrumentalists must tune up before the performance starts.

At the event, the M.D. is in charge, and his / her word is final in all matters.

Be careful of leads, mikes, equipment and handling your instrument to avoid trips, knocks and any other hazards.

Look around you and take action to avoid compromising health and safety.

## **GIVING A PERFORMANCE**

Only perform on the songs you have rehearsed.

The version of each song played will be as rehearsed unless directed otherwise by the M.D.

On stage remember that anything said can be heard by the audience via the microphones; so be professional.

Leave comments about a performance and payment etc. until off stage after the event 'in the dressing room'.

Cover up mistakes professionally, there is no harm in restarting a song, many professionals do this on stage .

Presentation on stage is very important.

Keep a smile on your face, enjoy the performance and place your music stands so that you are visible to the audience.

Maintain stage etiquette so as to not interfere with other players' performance.

Keep movement around the stage to a minimum and at breaks between songs.

Liquid refreshment is allowed on stage but please refrain from eating.

Be ready when your song comes around for an overall smooth performance.

We are representing a charity that has appreciable funding and have to set good standards of performance.

Singers: be aware of microphone technique and especially those playing an instrument as well.

Watch for guidance from the M.D. about volume etc and respond accordingly. Be sensitive when sharing a microphone.

Backing singers are there to support the lead singer. Listen and make sure you don't drown out the lead singer- practice this in rehearsals and only perform what was agreed at the event.

If you break a string or experience a problem with your instrument, keep going until the end of the song if possible.

If someone else is controlling the sound, put your faith in them to get it right. Remember what you hear on stage and what the audience hears are two different things.

RML Players are a group and assistance in setting up and clearing away post performance is always welcome.

### **ADMINISTRATION AND PAYMENT**

RML often receives any payment days after the event .If there is expenses money to be claimed Jon Pushkin – treasurer – will contact you; by email / at RML session and help you claim if you want to.

This RML policy/ guidance is to help you achieve a successful membership of the RML Players, which could come into review if you find it difficult to maintain.

Jan 2019



**SECTION 1:2**

INSURANCE DETAILS.



## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

**Policy No: RTT208112**

**Reference No:**

- |    |   |                        |
|----|---|------------------------|
| 1. | Name of policyholder:                     | Redbridge Music Lounge |
| 2. | Date of Commencement of Insurance Policy: | 1st Jan 2018 00:01     |
| 3. | Date of expiry of Insurance Policy:       | 31st Dec 2018 23:59    |

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Royal & Sun Alliance Insurance PLC (Authorised Insurer)

S Lewis  
UK Chief Executive,  
Royal & Sun Alliance Insurance PLC

### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (a) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (b) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount cover provided by the relevant policy.

Paragraph 2(b) does not apply and is deleted.

## THIS IS YOUR CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE.

A copy of the certificate must be displayed at all places where you employ persons covered by the policy.

THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) (AMENDMENT) REGULATIONS 2008 permits the display of this certificate in an electronic form, provided the persons covered by this policy have reasonable access to it.

The employer is strongly encouraged to retain all records related to this insurance.

## **SECTION 1:3**

LEGAL RESPONSIBILITIES RELATING TO VOLUNTARY ORGANISATIONS.

**We have managed to obtain a full pack relating to Compact which is a legal advisory service. They provide guidance for voluntary organisations on how to deal with disputes etc. Copies are available through committee members if required.**

## **SECTION 1:4**

ROLE DESCRIPTIONS and MEMBERSHIP.



# *The Redbridge Music Lounge*

## **What is a Charity Trustee?**

Being a trustee is the same as being a committee member, people just use different terminology. Some people will say they have a Board of Trustees while others will say they have a Management Committee. The roles and responsibilities of both are exactly the same.

Trustees are responsible for controlling a charity's management and administration, They are responsible for ensuring that a charity's income and property are used for the purposes set out in the charity's governing document (constitution) and for no other purpose. Trustees have a responsibility to act reasonably and prudently in all matters relating to the charity, and have a responsibility to act in the best interests of the charity.

Above all, trustees need to work together as a team to ensure their charity is run effectively and efficiently. As a body, the trustees should contain people who collectively have the skills and confidence that will enable the charity to confront and challenge any issues affecting it. This means that the board of trustees should work to avoid situations where knowledge or an excessive degree of influence is held in the hands of a select few (who may not be trustees themselves). An effective induction programme can equip a board to fulfil its role. The board of trustees that does not have an appropriate induction programme will be less able to hold their own when faced with a challenge to their authority.

## **People who are disqualified from acting as trustees**

When a new charity is formed and registers with the Charity Commission all the trustees are asked to sign a declaration that they are not disqualified from acting as trustees. Once registered the charities trustees are expected to collectively ensure that the board does not appoint or contain any individuals disqualified from acting as a charity trustee. Charities must ensure that they or staff make the necessary checks on prospective trustees, as it is a criminal offence for a disqualified person to act as a trustee.

A person is disqualified from acting as a trustee if they fall under any of the following provisions, detailed in section 72 of the Charities Act 1993:

- **People under the age of 18, unless the charity is a registered company;**
- **Anyone convicted of an offence involving deception or dishonesty unless the conviction is spent;** (This depends on the sentence given not on the offence committed).
- **Anyone who is an undischarged bankrupt;**
- **Anyone who has previously been removed from trusteeship of a charity by the Court or the Commissioners; and**
- **Anyone who is under a disqualification order under the Company Directors.**

## **Disqualification Act 1996**

In certain cases the Charity Commission has the power to grant a waiver and allow a person disqualified from trusteeship, under section 72 of the Charities Act 1993 to accept a trustee post. They will only agree in those cases where the charity can clearly demonstrate that the waiver is in the best interest of the charity.

## **Conflict of Interest**

All trustees must act, and be seen to act, in the best interest of the charity and not for their own private interest or gain. There may be situations where trustees own interests and the interest of the charity arise simultaneously or appear to clash.

The issue is not the integrity of the trustee concerned, but the charity's management of any potential overlap or conflict of interests. Not all conflicts of interest stand as a bar to service as a trustee, that will depend on the circumstances, including the size and nature of the benefit at issue. It will often be enough for a trustee to withdraw from discussions and decisions, which closely involve their interests, or simply to declare interests which are more general or indirect so that everyone is clearly aware of them.

It is vital that all charities have arrangements in place for spotting and dealing with potential conflicts of interest and ensure that their prospective and new trustees are aware of these arrangements. An open approach to potential conflicts of interest, which includes recognising, acknowledging and managing the issue in a transparent and efficient manner, can help to meet good practice guidelines and protect the reputation of the charity.

It is good practice to ensure that potential new trustees consider the question of possible conflicts of interest before there is commitment on either side. This is particularly important where personal interests may be significant enough to make it difficult for the individual concerned to make a full and rounded contribution to the committees discussions and decisions.

## **Ensuring good management**

Trustees are responsible for controlling a charities management and administration, they are responsible for ensuring that that a charities income and property are used for the purpose set out in the charities governing document (constitution) and for no other purpose. Trustees have a responsibility to act reasonably and prudently in all matters relating to the charity, and have a responsibility to act in the best interest of the charity.

In order to avoid the most common difficulties that can arise in a charity, trustees should:

- Appreciate their responsibilities for the charity and it's resources, and not treat their position as purely honorary
- 
- Make themselves familiar with the charity's constitution, so that they are clear what it does and does not have the powers to do
- 
- Spot any circumstances in which they need to get specialist advice, for example on legal or financial issues
- 
- Not leave an individual trustee or staff member, or a small group, to run matters without sufficient accountability or control
- 
- Never allow personal affairs and resources to become entangled with those of the charity, or otherwise fail to spot and manage potential conflicts of interest
- 
- Manage the charity in the interest of the charity as a whole, not in their own, or those of a narrow interest group.

# *The Redbridge Music Lounge*

Referred as RML for the document

## **Code of practice for the RML Board of Trustees / Committee**

**As a voluntary organisation, which seeks to be effective and accountable, we will be clear and open about our work and conscious of our social responsibilities. In particular:**

### Effectiveness

1. We will state our purpose clearly and keep it relevant to current conditions.
2. We will be explicit about the needs that we intend to meet and how this will be achieved.
3. We will manage and target resources effectively and do what we say we will do.

### Accountability

4. We will evaluate the effectiveness of our work, tackle poor performance and respond to complaints fairly and promptly.
5. We will agree and set out for all those to whom we are accountable how we will fulfil these responsibilities.

### Standards

6. We will be clear about the standards to which we will work.

### User involvement

7. We will be open about our arrangements for involving users.

### Governance

8. We will have a systematic and open process for making appointments to our management committee.
9. We will set out the role and responsibilities of members of our trustee board/committee.

### Voluntary action

10. We will have clear arrangements for involving, training, supporting and managing members and users.

### Equality and fairness

11. We will ensure that our policies and practices do not discriminate unfairly or lead to other forms of unfair treatment.

### Staff management

12. We will recruit staff openly, remunerate them fairly and be a good employer when the opportunity arises.

### Decision making

13. We will strive for consensus amongst the trustees and committee members with an opportunity to put views forward with the majority view being adopted. In the event of a tie the chair will have the casting decision.

# **RML Role Description for a Member of the Board of Trustees/Committee**

**Role description** - the roles, responsibilities and tasks which trustees/committee members are expected to carry out.

A member of the board of trustees/committee will be expected to perform a number of tasks. These fall into two main groups: Tasks to fulfil legal duties and managerial tasks

## **Tasks to fulfil legal duties**

1. To ensure that the organisation pursues its objects as set out in the governing document.
2. To have read and understood the constitution.
3. To act at all times in the interests of the beneficiaries.
4. To understand the legal responsibilities of the board of trustees/committee.
5. To make sure that the organisation acts within the law: as an employer, in respect of equal opportunities, meeting health and safety requirements, as a charity and so on.
6. To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
7. To make sure that money is spent for the purposes for which it was given.
8. To ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its members, the local community and others as required including the music related companies e.g. Making Music ;PRS .
9. To work jointly with the other trustees/committee members.
10. To ensure that the organisation manages its affairs reasonably and properly.
11. To work in the interests of the organisation, and not for personal gain.
12. To ensure that the board of trustees/committee takes proper professional advice on matters in which it does not have competence.

## **Managerial tasks**

### **Vision and direction**

1. To understand and be committed to the mission of the organisation. To ensure that the organisation pursues its mission.

### **Financial duties**

2. To read and understand the financial information about the organisation and to ensure the finances are sound and properly managed.
3. To ensure that resources are used efficiently and economically.

### **As an employer/contractor**

4. To ensure that the organisation is a good employer of its paid , sessional and voluntary members if required.
5. Where paid staff are employed, they will be appointed an appropriate supervisor.

### **Evaluation**

6. To monitor and evaluate the work of the organisation on a regular basis. This includes receiving reports from members and receiving feedback from clients, users and consumers and so on.

### **Insurance**

7. To make sure that the organisation is properly insured against all reasonable liabilities.

### **Assets**

8. To make sure that any premises and equipment are properly looked after and made secure.
9. To ensure that investments and cash balances are managed properly.

### **To be effective**

10. To work with the other members of the board/committee to form an effective governing body for the organisation which is harmonious and democratic.
11. To attend meetings and to read papers in advance of meetings.
12. To attend sub-committee meetings as appropriate.
13. To participate in other tasks which may arise from time to time, such as: recruiting, helping with appeals and fundraising.
14. To keep informed about the activities of the organisation and wider issues, which affect its work.
15. To ensure that the organisation is effectively managed and gets achieves its aims.

# **RML person specification for a member of a board of trustees/committee**

**Person specification** - the skills, experience and qualities that are expected from trustees/committee. These will vary depending on what specifically we are looking for - they could include technical skills, experience of the community we work with or knowledge of a particular culture. All trustees/ committee members should be able to demonstrate basic qualities of commitment and integrity which are needed for the trustee/committee member to act effectively and reliably.

## Person specification

1. A commitment to the organisation
2. A willingness to devote the necessary time and effort
3. An ability to think and contribute to a strategic vision for the long term
4. Good, independent judgement
5. An ability to think creatively
6. A willingness to speak your mind with diplomacy
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and membership of the committee
8. An ability to work effectively as a member of a team
9. Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
10. A willingness to be available to all members for advice and enquiries on an ad hoc basis.
11. Basic IT skills to use emails for communications and word processing for producing documents.



## **Additional role description duties for a Chair of RML trustees/committee**

**In addition to the general responsibilities for all trustees/committee members the chair also has some specific responsibilities:**

1. Planning the annual cycle of trustee/committee meetings.
2. Preparing agendas for trustee/committee meetings, usually with the secretary.
3. Chairing and facilitating trustee/committee meetings.
4. Giving direction to policy making.
5. Monitoring that decisions taken at meetings are implemented.
6. Representing the organisation at functions, meetings and acting as a spokesperson as appropriate.
7. To ensure that another trustee/member, usually the vice-chair is able to act for the chair when s/he is not available.
8. Sitting on appointment and disciplinary special meetings.
9. Liaising with the senior worker to develop the board of trustees.
10. Bringing impartiality and objectivity to decision making.
11. Facilitating change and addressing conflict within the board of trustees/committee and within the organisation.

### **Vice-chair**

The vice-chair stands in for the chair and helps with decisions between meetings.

The chair should ensure the vice-chair knows enough about current issues within the organisation to be able to stand in at short notice.

## **Additional duties for a Chair of RML trustees/committee**

### **Person specification**

#### **The skills, experience and qualities expected from a chair.**

All trustees /committee members should be able to demonstrate basic qualities of commitment and integrity; the chair would benefit from having additional skills including leadership and communication skills and previous committee experience

1. Leadership skills to demonstrate a belief of the impact of the vision as a lifeskill and means of well being.
2. Experience of committee work.
3. Tact and diplomacy.
4. Good communication and interpersonal skills.
5. Impartiality, fairness and the ability to respect confidences.
6. A willingness to be available to all members for advice and enquiries on an ad hoc basis.

In most circumstances it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and some experience of governance.

## **Additional role description duties for RML secretary**

**In addition to the general responsibilities for all trustees/committee, the secretary also has some specific responsibilities:**

The role of the secretary is to support the chair by ensuring the smooth functioning of the board of trustees/committee. Tasks will include the following (either by carrying them out directly:

1. Preparing agendas in consultation with the chair and circulating them and any supporting papers.
2. Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).
3. Receiving agenda items from other trustees/members.
4. Checking that a quorum is present.
5. Minuting the meetings and circulating the draft minutes to all trustees/members.
6. Ensuring that the chair has signed the minutes once they have been approved.
7. Checking that trustees and members have carried out action agreed at a previous meeting.
8. Circulating agenda and minutes of the annual general meeting and any special or extraordinary general meetings.
9. Reporting to companies house as required.
10. Receiving correspondence from all clients, local authorities, funders and the charity commission and ensuring that relevant information is passed on to the relevant person.

## **Additional duties for RML secretary**

### **Person specification**

#### **The skills, experience and qualities which are expected from the secretary.**

All trustees /committee members should be able to demonstrate basic qualities of commitment and integrity and the secretary should demonstrate additional skills relevant to your charity.

#### **Role of secretary**

1. Organisational ability
2. Knowledge or experience of business or committee procedure.
3. Minute taking experience .
4. A willingness to be available to all members for advice and enquiries on an ad hoc basis.
5. An ability to use IT and emails for communication.
6. To securely archive both an electronic and a hard copy of all correspondence and documentation.

# **Additional role description duties for RML treasurer**

**In addition to the general responsibilities for all trustees/committee members the treasurer also has some specific responsibilities:**

The overall role of a treasurer is to maintain an overview of the organisations affairs, ensuring its financial viability and that proper financial record and procedures are maintained.

1. Overseeing, approving and presenting budgets, accounts and financial statements.
2. Being assured that the financial resources of the organisation meet its present and future needs.
3. Ensuring that the charity has an appropriate reserves and assets policy to cover a three month operating balance.
4. The preparation and presentation of financial reports to the board of trustees.
5. Ensuring that appropriate accounting procedures and controls are in place.
6. Liaising with members and volunteers about financial matters.
7. Advising on the financial implications of the organisations strategic plans.
8. Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
9. Ensuring the organisations compliance with current relevant legislation.
10. Ensuring that equipment and assets are adequately maintained and insured.
11. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission.
12. If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
13. Contributing to the fundraising strategy of the organisation.
14. Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
15. Managing the administration of the day by day finances and petty cash.
- 16.** To liaise with financial auditors.

## **Additional duties for RML treasurer**

### **Person specification**

#### **The skills, experience and qualities expected from the treasurer.**

All trustees /committee members should be able to demonstrate basic qualities of commitment and integrity; the treasurer should demonstrate additional skills including experience of financial management appropriate to the size and complexity of the finances of your charity.

### **Role of treasurer**

1. Financial experience
2. Some experience of charity finance, fundraising and commissioning for clubs or organisations
3. The skills to analyse proposals and examine their financial consequences
4. A preparedness to make unpopular recommendations to the board of trustees
5. A willingness to be available to all members for advice and enquiries on an ad hoc basis

# **Additional role description duties for RML Music Director**

**In addition to the general responsibilities for all trustees/committee members the music director also has some specific responsibilities:**

The overall role of a music director is to maintain an overview of the organisations affairs, ensuring its musical content, activities and performances of the RML are aligned to its vision.

1. Responsibility for the musical direction of the RML performances.
2. Identifying specific music development needs of individual members and the RML as a whole.
3. Organising opportunities for development of instruction workshops/rehearsals and 1 to 1 support for members.
4. Liase with promotion and publicity officers over musical activities and performances.

## **Additional duties for RML Music Director**

### **Person specification**

#### **The skills, experience and qualities expected from the music director**

All trustees/committee members should be able to demonstrate basic qualities of commitment and integrity; the music director should demonstrate additional skills including experience of organising and managing musical performances appropriate to the membership and the needs of clients in the community.

#### **Role of Music Director**

1. Able to demonstrate an empathy for all genres of music.
2. An ability to develop musical talents of individuals.
3. Demonstrate a skill and knowledge of a chosen instrument or voice and an ability to transfer those skills to apply to other instruments or voice.
4. Organisational skills to communicate with all ages and abilities with tact and diplomacy.
5. Ability to plan and organise music related activities and performances with appropriate musical programmes and musicians.

# **Additional role description duties for RML Promotion and recruitment officer**

**In addition to the general responsibilities for all trustees /committee members the promotion and recruitment officer also has some specific responsibilities:**

The overall role of a promotion and recruitment officer is to maintain an overview of the organisations affairs, ensuring its promotion and recruitment is viable and reflects the vision of the charity.

1. To plan and deliver promotion of all aspects the RML using the published publicity materials.
2. To liase with the publicity officer and musical director.
3. To actively recruit appropriate membership.
4. Report back to trustees and musical director new members and potential performance opportunities.
5. report comments and feedback from members and users to monitoring and evaluation officer.

## **Additional duties for RML Promotion and Recruitment Officer**

### **Person specification**

**The skills, experience and qualities expected from the promotion and recruitment officer.**

All trustees/committee members should be able to demonstrate basic qualities of commitment and integrity; the promotion and recruitment officer should demonstrate additional skills including experience of promotion management and organisational skills appropriate to the size and complexity of the membership of your charity.

### **Role of Promotion and recruitment officer**

1. Demonstrate networking and people skills.
2. Ability to plan and promote an event.
3. Be able to asses the need of a new client, group or member.

# **Additional role description duties for RML Publicity Officer**

**In addition to the general responsibilities for all trustees/committee members the Publicity Officer also has some specific responsibilities:**

The overall role of a publicity officer is to maintain an overview of the organisations affairs, ensuring its published publicity material is viable and reflects the vision of the charity

1. Responsibility for designing and publishing the promotional material of the RML; posters, newsletters, brochures and various merchandise.
2. To manage and update the website.
3. Chairing the editorial group
4. To manage the publicity budget

## **Additional duties for RML Publicity Officer**

### **Person specification**

#### **The skills, experience and qualities expected from the publicity officer**

All trustees/committee members should be able to demonstrate basic qualities of commitment and integrity; the publicity officer should demonstrate additional skills including experience of design and website management appropriate to the audience and complexity of the of the organisation.

#### **Role of Publicity Officer**

1. Design and IT skills for website management '1&1'
2. 2D design skills for other published materials
3. Competence in English for editorial and IT functions.

# **Additional role description duties for RML Monitoring and Evaluation Officer**

**In addition to the general responsibilities for all trustees/committee members the monitoring and evaluation officer also has some specific responsibilities:**

The overall role of a monitoring and evaluation officer is to maintain an overview of the organisations affairs, ensuring its evaluation viable and that proper monitoring processes are used to formulate an accurate report of the charity and its performance in alignment with its vision.

1. To manage expected outcomes from funders /commissions.
2. The collection of regular appropriate feedback from members and clients.
3. Collation and analysis of data collected
4. To report back to board of trustees and make recommendations for future policies and direction.
5. to liase with publicity officer for design and implementation of feedback procedures

## **Additional duties for RML Monitoring and Evaluation Officer**

### **Person specification**

**The skills, experience and qualities expected from the Monitoring and Evaluation officer**

All trustees /committee members should be able to demonstrate basic qualities of commitment and integrity; the monitoring and evaluation officer should demonstrate additional skills including experience of data collection appropriate to the size and complexity of the charity.

### **Role of Monitoring and Evaluation officer**

1. Data collection
2. Record keeping
3. Analysis and report writing
4. questionnaire skills
5. Creative and presentation skills
6. People skills

## **Additional role description duties for RML .....**

**In addition to the general responsibilities for all trustees/committee members the .....also has some specific responsibilities:**

The overall role of a ..... is to maintain an overview of the organisations affairs, ensuring its ..... viability and that proper

1.

## **Additional duties for RML .....**

### **Person specification**

**The skills, experience and qualities expected from the .....**

All trustees/committee members should be able to demonstrate basic qualities of commitment and integrity; the ..... should demonstrate additional skills including experience of .....management appropriate to the size and complexity of the .....of your charity.

**Role of .....**

1



# **RML Trustee/Member skills and self-assessment monitoring form**

In order for a board of trustees/committee to make the best use of new members it needs to know about your skills and experience. The form which follows is intended to help you and the other board members decide what role you would best be able to carry out.

## **Personal details**

**Name** .....

**Please indicate your main area of interest in this board of trustees./committee** (If more than one please number in order, 1 being main area of interest):

1. Ordinary Member
2. Performance
  - a) General RML sessions
  - b) Small music group performances
  - c) Individual music performances
  - d) Special events, festivals etc
  - e) Recording and Film performance
3. Specialist area
  - a) Chair
  - b) Vice Chair
  - c) Treasurer
  - d) Executive Treasurer
  - e) Secretary
  - f) Publicity Officer
  - g) Promotions and Recruitment Officer
  - h) Monitoring and Evaluation Officer
  - i) Musical Director
4. Other involvement in RML (please state)

## **Skills and experience** (Please tick as appropriate)

### **1. Musicianship** indicate basic/intermediate/advanced

- j) Solo Instrument/s
- k) Group instrument
- l) Vocalist
- m) Reader of music tab/chords only
- n) Reader of music notation
- o) music qualifications/grades
- p) music technology skills

### **2. Experience**

- q)** Years playing music
- r) Solo performances
- s) Group performances
- t)** other music related activities

### **3. Training**

### **4. Relative World of Work Experience**

### **5. Voluntary Sector experience**

### **6. Other relevant experience ( please state)**

# RML Trustee/ Committee /Member joining and equal opportunity monitoring form

Your name, address, date of birth, ethnic origin, ability and gender is information requested by the Charity Commission. For Data protection some are optional.

**Please complete using BLOCK letters**

<b>Name:</b>	<b>Date of joining:</b>
<b>Organisation:</b> (where appropriate)	<b>e-mail</b>
<b>Address:</b>	<b>d.o.b</b> Ⓢ(optional)
<b>Home no:</b>	
<b>Mobile no:</b>	
<b>Ethnicity(optional)</b>	<input type="checkbox"/> <b>African</b> <input type="checkbox"/> <b>Middle Eastern</b> <input type="checkbox"/> <b>Asian</b> <input type="checkbox"/> <b>Black</b> <input type="checkbox"/> <b>Caribbean</b> <input type="checkbox"/> <b>Mixed</b> <input type="checkbox"/> <b>Chinese</b> <input type="checkbox"/> <b>Any other (please specify)</b> <input type="checkbox"/> <b>Irish</b> <input type="checkbox"/> <b>Latin American</b> <input type="checkbox"/> <b>White</b>
<b>Disability (optional)</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Gender(optional)</b>	<input type="checkbox"/> <b>Female</b> <input type="checkbox"/> <b>Male</b>

We would like to circulate your main contact details i.e. name address and telephone numbers, to other trustees/committee only . Would you please sign below to signify your agreement to this,

or tick the box if **you do not**  want this information circulated.

**Signed**..... **Date**.....

# **RML Trustees/Member meeting availability and preference survey 2018**

Name:

The RML board of trustees / committee usually meet monthly.

In order to arrange the dates for the coming year we would like to check on availability to ensure the meetings go ahead with the maximum number of members being present.

**Please complete this form by ticking the appropriate boxes.**

## **Weeks of the month**

- Week 1
- Week 2
- Week 3
- Week 4

## **Days of the week**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

## **Time of day**

- Morning
- Afternoon
- Evening

# Checklist for RML trustee/member induction pack

An induction pack should include:

## **Documents**

- Governing document (constitution)
- Set of recent trustee papers, minutes and dates of next meetings
- Terms of reference for board of trustees, any sub or working groups
- Annual reports and accounts for the previous three years
- Policy documents including equal opportunities and financial controls

## **Information about the Redbridge Music Lounge**

- A brief history of the RML
- Mission statement
- Structure of the organisation - board of trustees, committee , working groups, user groups, members and volunteers
- The RML structure and the job description
- Information about the RML base at The Cranbrook Centre
- Any newsletters or publicity materials
- Business plans/strategic plans/work programmes

## **Information about the trustees/committee role**

- Job descriptions and person specifications of trustees and committee officers
- Profiles of trustees/committee and contact details
- RML members Handbook giving guidance on roles and responsibilities of trustees/committee
- A code of conduct and agreement for the member to agree to
- A self assessment form to indicate skills, experience, interest and support needs

## Checklist for a new RML trustee/member

- Have you received an induction pack?
- Have you filled in a self-assessment form?
- Do you have a code of conduct and agreement?
- Do you know how and why the organisation was set up and its history?
- Do you know the aims of the organisation?
- Do you know about the activities of the organisation?
- Do you know how the organisation is funded?
- Do you know about the key issues facing the organisation?
- Do you know about the future projects or activities planned?
- Do you know about other organisations the charity has networks or special relationships with?
- Are aware of the structure of the organisation and your role in it?
- Are you aware of the RML committee structure and your relationship with other members ?
- Are you aware of your roles and responsibilities as a trustee/ committee member ?
- Have you met and got to know the other trustees/ committee members ?
- Do you have support or training needs and are they being addressed?

# Review meeting guidelines

A review meeting with the chair after a couple of meetings can allow the new member to feedback with their first impressions and address some of the following points:

1. Any further explanation of the organisation's structure or activities.
2. Identify skills / interests the trustee/committee member could contribute to the organisation.
3. Ensuring the new trustee/committee member is fully aware of the time, commitment and responsibilities involved. For example, are they aware of their role as trustee and how they work with staff in the organisation? Are they aware of any conflicts of interest they may have and have these been declared?
4. A review of support or training provided and any further support or training that may be necessary - for example, the new trustee may want training on a particular area of work they are taking on, such as public speaking.
5. How the new member has experienced working with the management committee (or visa versa).

**Ensuring the new trustee/committee members have an effective induction should not only ensure that the new trustees/committee members are retained and do not become disillusioned and leave, but also that they quickly become an effective and useful members of the board / committee.**

## Policies

Details of the RML policies can be found in our public dropbox file accessed from our website

[www.rmluk/about-us/rml-policies/](http://www.rmluk/about-us/rml-policies/)

\* there may be a small charge if printed copies are requested

### MEMBERSHIP

RML Membership 2018	Trustees	Committee	Regular Members	Associate members	Casual
description of type	potential trustees	organising body	<ul style="list-style-type: none"> <li>musicians</li> <li>composers</li> <li>event management</li> </ul>	<ul style="list-style-type: none"> <li>members of linked organisations</li> <li>guest musicians</li> <li>charity /club associations</li> </ul>	<ul style="list-style-type: none"> <li>musicians</li> <li>guests</li> </ul>
responsibilities	responsible for policies & procedures and voting rights	responsible for the daily running of the group and voting rights	<ul style="list-style-type: none"> <li>providing music entertainment</li> <li>training / teaching</li> <li>event managing</li> <li>instruments &amp; equipment</li> </ul>	positively promote RML recommendations to other org/groups	active participant in the events
action / duties	overall strategy creating the charity or community organization  continuing vision	<ul style="list-style-type: none"> <li>planning and event managing</li> <li>publicity</li> <li>finances</li> <li>health and safety</li> <li>insurances and security</li> <li>communicatiions</li> <li>recruitment</li> <li>volunteer/employe e checks</li> </ul>	annual members subscription weekly sessional subs  over 14+  under age must be accompanied by responsible adult.	subscription payment for using RML as a link	<ul style="list-style-type: none"> <li>get involved with the music or organisation of event</li> <li>benefits of membership on the day</li> </ul>
time meeting cycle	3 months	weekly/ monthly formal minuted meetings bi-monthly	weekly fortnightly/ monthly	as required annual membership fee for RML link	on the day more than usual basic subscription
movement within	initial founding plus co-opted membership  could be non musicians and members of the committee	main voting on committee at AGM recruitment possible throughout the year  could be non musicians could be trustees members also	<ul style="list-style-type: none"> <li>invitation , recommendati on and audition</li> <li>non musicians included but significantly contribute to RML activities</li> </ul>	<ul style="list-style-type: none"> <li>irregular attendance</li> <li>invitation recommendati on and audition</li> <li>non musicians also welcome as members</li> </ul>	attendance event by event including non musicians



RML Membership 2018	Trustees	Committee	Regular Members	Associate members	Casual
recruitment	by invitation	regular members attendance at AGM	<ul style="list-style-type: none"> <li>• advertising</li> <li>• recommendati on promotion</li> <li>• audition for musicians to establish proficiency to play at required level.</li> </ul>	<ul style="list-style-type: none"> <li>• advertising</li> <li>• recommendati on promotion</li> <li>• audition for musicians to establish proficiency to play at required level.</li> </ul>	<ul style="list-style-type: none"> <li>• advertising</li> <li>• recommendati on promotion</li> <li>• audition for musicians to establish proficiency to play at required level.</li> <li>• or other duties</li> </ul>