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LICMF, c/o Lincoln Drill Hall  
Free School Lane  
Lincoln, LN2 1EY

Patron: Sir Mark Elder

## **Lincolnshire International Chamber Music Festival (LICMF): Call for trustees & working-group members**

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### **Background: the organisation**

LICMF has been running a summer festival since 2004, taking classical chamber music to venues across the county of Lincolnshire and its hinterland, stretching from Grimsby in the north to Stamford in the south, with the beautiful medieval city of Lincoln in its centre. A unique part of its character is the friendly and welcoming nature of the concerts – for both audience and artists – and the wide geographical spread of venues across one of England's largest counties. The Festival is international in its scope but proud of its Lincolnshire home, and supported by a loyal regional audience. It is also increasing its audience from further afield. Having varied in size across the years, recent Festivals have run across five days in mid-late July. In addition to the summer Festival, LICMF runs a monthly lunchtime concert series from September to July in Lincoln Drill Hall and has been developing education and outreach projects in recent years.

### **Rationale for appointments**

LICMF has undergone significant change over the last two years: the Festival's long-term artistic directors retired from the role after the 2018 Festival, the 2019 Festival was organised by the board with an associate artistic director (Alissa Firsova) who is now directing the 2020 Festival. Despite this change, and increased pressure on the board, the 2019 Festival saw a 23% increase in audience numbers across the same number of events.

The charity is small, with all operational work carried out by its committed and ambitious board of trustees in close partnership with an Artistic Director. With new partnerships developing and opportunities increasing, the board is looking to expand and, with the input of new trustees and working-group members, develop a three-year plan across 2019–20 to implement from September 2020. The current development goals of LICMF are:

- generate new funding streams (from arts organisations, as well as individual and corporate sponsorship);
- develop education projects and volunteering opportunities;
- expand the duration and scope of the Festival;
- build partnerships with new organisations regionally, nationally and internationally.

### **Role and responsibilities**

Trustees of the charity are also directors of the company. Working Groups are overseen by a trustee and made up of trustees and those not on the board. Both roles are undertaken on a voluntary basis although reasonable expenses (such as travel) can be claimed.

We are seeking new Working Group members and Trustees, and are particularly interested to hear from those with expertise and experience in any of the following areas:

- fundraising;
- accounting/finance;
- legal;
- social media;
- marketing.

Other areas of expertise that may be of use to the organisation are welcome. Previous experience of company/charity oversight is not essential, although we are keen to hear from those with experience as a charity trustee.

Our current and developing Working Groups are as follows:

- Education & Outreach
- Community Engagement
- Advertising & Corporate Sponsorship
- Grants & Public Funding
- Branding & Design
- Publicity
- Volunteering
- Friends & Patrons
- Programming
- Lunchtime Concerts
- Festival Administration
- Governance & Policies

Trustees and Working Group members have the broad responsibilities to:

- attend monthly board meetings and/or Working Group meetings, an annual AGM and an annual away day (in late July);
- keep up to date with the charity's business and prepare for meetings (agenda and papers are circulated one week in advance of each meeting);
- undertake operational duties between meetings as agreed by the Board and/or Working Group (these will differ depending on your expertise and the time you have available to offer);
- work with other Board and/or Working Group members, advisers and related parties and, where appropriate, lead these working groups or carry out individual work;
- bring your knowledge and experience to our development plans;
- help oversee the implementation of the charity's plans;
- advocate for the charity and promote its activity;
- bring ideas and proposals to the board.

The legal responsibilities of a Trustee differ from those of a Working Group member. A Working Group member does not have legal responsibility for the charity's running, although Working Group members may be invited to – or express interest in – joining the Board of Trustees.

### **Expressions of interest**

- Expressions of interest should be made directly to the Board by sending a 1–2 page covering letter outlining your interest in the roles and detailing the skills and experience you would bring to the organisation, and a CV or (if more appropriate) biography.
- Documents should be sent to [LICMFmusic@gmail.com](mailto:LICMFmusic@gmail.com) by the deadline of 5pm on Monday 2 December.
- The Board will consider all Expressions of Interest as they come in and may contact applicants before the deadline.
- Any shortlisted applicant will be invited to an informal interview with members of the Board at a mutually convenient time in Lincoln or, by agreement, electronically.
- Shortlisted applicants will be invited to attend the next Board meeting in an observational capacity before both parties agree to the appointment.
- The Board may invite applicants to contribute to the charity in a different capacity (for example as a volunteer or Adviser to the Board) if appointment as a trustee is not appropriate.
- Informal enquiries can be made directly to the Board via email: [LICMFmusic@gmail.com](mailto:LICMFmusic@gmail.com) – we would be happy to discuss the Charity and the role of its Trustees.