

Ealing Music Partnership

Role Description

Chair & Vice Chair of the Ealing Music Strategy Group

Introduction

This is a voluntary role. The Ealing Music Strategy Group (strategy group) is the governance structure of the Music Hub for Ealing, known as Ealing Music Partnership. Ealing Music Partnership is not a legal entity but a partnership between a Lead Organisation and various other organisations that work together to offer the best possible music education for the benefit of the children and young people of Ealing. The Lead Organisation of the Music Hub is Ealing Music Service, which is a business unit within Ealing Council. As such, legal responsibility of Ealing Music Service lies with Ealing Council whereas the role of the strategy group is advisory.

In addition to the general responsibilities of a trustee, duties of the chair include the following:

- Providing leadership to the Music Hub and the strategy group by ensuring that everyone remains focused on the delivery of the Music Hub's purposes, as outlined in the National Plan for Music Education, in order to provide greater benefit to the children and young people of Ealing
- Chairing and facilitating strategy group meetings
- Giving direction to strategy group policy-making
- Checking that decisions taken at meetings are implemented
- Representing the Music Hub at functions and meetings, and acting as a spokesperson, as appropriate
- Bringing impartiality and objectivity to decision-making
- With the Head of Ealing Music Service:
 - Planning the annual cycle of strategy group meetings and other general meetings, where required
 - Setting agendas for strategy group and other general meetings
 - Developing strategy group members including induction, training, appraisal and succession planning
 - Addressing conflict within the strategy group and liaising with the Head of Ealing Music Service (if staff are employed) to achieve this
- Where staff are employed:

- Liaising with the Head of Ealing Music Service to keep an overview of the Music Hub's affairs and to provide support, as appropriate
- Leading the process of supporting and appraising the performance of the Head of Ealing Music Service
- Sitting on appointment and disciplinary panels, if required
- The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair

Person specification

In addition to the person specification for a trustee, the chair should have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- It would also be desirable for both the chair/vice-chair to have knowledge music education and a wider involvement with the voluntary sector and other networks

Yogesh Dattani

Head of Ealing Music Service

1st September 2022