

Welcome to the Sheffield Philharmonic Chorus committee, and therefore to the SPC Trustees. We're all really looking forward to working with you. We meet to progress Chorus business about six times a year, though decisions which may need to be taken between meetings are either taken by the relevant officers and/or approved by email.

There are a number of key documents that the Charity Commission expects Trustees to read and understand. For example, you will need to sign a Trustee Declaration of Interest, which itself requires that you've read and understood the Essential Trustee Guide and the Conflict of Interest Guide.

There is also less crucial information that nonetheless will help you in your role as a Trustee. We have organised the key points of into a sort of priority list, and hope that you will find this useful. Links are to websites unless otherwise stated.

NB. The Members Area User Name is **member** and the password is **M4hler8D@rius22**

In addition to the Chorus website, we have a shared drive in Outlook which is where officers store all the documents needed to run the Chorus, eg Trustee and professional contact details, Marketing and Publicity documents, SPC stationery, etc. Our Membership Officer Marianne Grayson will give you access to the shared drive, and set up a sheffieldphil.org email address; this enables us to avoid sharing your private email on the website or in the weekly update.

As soon as you've been elected our Finance Officer will need to register you as a Trustee on the Charity Commission website, so could you please provide:

1. Your full name
2. Your home address including postcode
3. Your date of birth
4. Your signed Declaration of Interest (see below)

Do please talk to your fellow Trustees if anything is unclear.

You must

- Read the [Essential Trustee Guide](#)
- Read the [Conflicts of Interest Guide](#)
- Print out, sign and hand in or return the scanned [Trustee Declaration of Interest](#)
- Attend most committee meetings, preparing by reading the papers beforehand
- Check the agenda before each meeting and declare any conflict of interest

You should

- Look through the SPC [Constitution](#), especially sections 12 to 25 (trustee arrangements)
- Read through [the Chorus Rules](#) (in the Members Area – see above)
- Read the [SPC Equality Policy](#)
- Read the [SPC Public Benefit Guidance](#)

You could

- Familiarise yourself with meetings by reading through [the most recent minutes](#)
- Browse through the [SPC website](#), including the [Members Area](#) (see above)
- Look through the [SPC Safeguarding Policy](#)
- Look through the [SPC Risk Management Policy](#)

The Foundation for Social Improvement has produced a series of short videos about what it means to be a Trustee, including information about the key responsibilities. You can view these videos at <https://www.thefsi.org/essential-trustee-videos>