REHEARSAL ORCHESTRA

Role description – Trustees
As at June 2026

General information about Rehearsal Orchestra – www.rehearsal-orchestra.org
The Rehearsal Orchestra was established in 1957 as the Edinburgh Rehearsal Orchestra. It is a musical charity which offers musicians at all stages of their careers the invaluable opportunity to study large-scale repertoire in intensive rehearsal under experienced conductors and professional string principals, without the pressure of public performance. Courses take place at weekends in central London locations and in Edinburgh during the summer. One-day courses involve rehearsals in the morning and afternoon, culminating in an early-evening open rehearsal. Two-day courses additionally involve an afternoon rehearsal on the first day. The orchestra will celebrate its 70th anniversary in 2027.

For the year to 30 September 2025, income was £78,116 and expenditure £106,022, with total funds amounting to £90,273.

Trustees' responsibilities
Trustees (members of the Council of Management) carry responsibility for the overall direction and financial health of the charity, both as charity Trustees and Directors of the Company.

The Board of Management meets three times a year for the following purposes:

Overall governance:
- To fulfil its responsibility for the overall management of the charity, ensuring compliance with the charity's objects and relevant legislation
- To define and agree the strategic aims and objectives of the charity.
- To determine the delivery of activities, or any changes to activities, to further the charitable objects, normally the form, venues and dates of courses
- To adopt/review/amend the organisational, management and control structures, processes and procedures required to further the aims of the charity's objects
- To put in place and implement effective procedures for the succession planning of the board.
- To agree procedures for the effective evaluation of the board and individual trustees, and committees.
- To require and receive the declaration of trustee interests that may conflict with those of the charity and determine the manner in which such conflicts will be managed
- To authorise delegated powers and limitations to the Administrator, where appropriate
- To approve and appoint of the charity's professional advisers and consultants and determine their remuneration.
- To establish/review/amend/approve key organisational policies
- To receive/present/approve the charity's annual report and accounts and to file the annual report, accounts and any Serious Incident Report(s) (SIR) with the appropriate regulator(s).
- To hold an annual general meeting
- To receive and review such reports as the board requires from individuals or committees with regard to the use of delegated powers
- To receive and review such reports as the Board requires from the Administrator with regard to the activities of the organisation in furtherance with the charitable objects.

Financial management:
- To approve/amend budgets
- To consider, approve/reject proposals from the Hon Treasurer regarding the engagement and remuneration of professional and organisational staff

- To approve/amend the charity’s policies and procedures for internal control and the management of risk and protection of the charity’s property (including insurance)
- To establish, maintain and retain appropriate financial reporting arrangements and records and approve any significant changes in accounting policies or practices.
- To ensure that trading and other activities do not compromise charitable status.
- To approve fundraising and income generation programmes
- To determine the number, purpose and mandates of bank accounts and other deposit media.
- To receive and review reports from the Hon Treasurer on the financial performance of the charity against agreed budgets and strategy
- To appoint and review the external auditors/independent examiners, in line with legal requirements and those of the charity’s governing document.