



**TRUSTEE RECRUITMENT**

**Support  
beyond  
the music.**

# JOIN THE PRS MEMBERS' FUND AS A TRUSTEE

The PRS Members' Fund is looking to appoint one new Trustee who is passionate about supporting PRS songwriters and composers. We remain steadfast in our commitment to supporting songwriters and composers through life's challenges. From hardship funding to advice on health, wellbeing, housing, and finance, we continue to be there for PRS members and their dependants facing very real issues in an ever-evolving music industry. Our role is to provide a safety net, ensuring that music creators receive the help they need, when they need it most.

**Why Now?** 2026 marks an exciting new chapter for the PRS Members' Fund as we develop our future strategy. We are committed to expanding our impact by reaching more members through innovative and engaging communications, strengthening partnerships, and building new connections that will help us extend our support to those who need it most.

We are seeking individuals who can bring diverse perspectives and expertise to our Trustee Board. We particularly welcome applications from candidates across all musical genres and backgrounds, and we are committed to fostering a board that reflects the diversity of PRS membership.

We are especially keen to hear from those with experience in:

- **Human Resources**
- **Marketing, Communications, PR, and Fundraising**
- **Governance and Finance**
- **Equality, Diversity and Inclusion.**

## ABOUT US

**Since 1934, the PRS Members' Fund has provided hardship funding and wellbeing support to PRS members during challenging times.**

At PRS Members' Fund, we are dedicated to supporting PRS members through life's challenges by offering hardship funding and wellbeing support when it's needed most. As a charity with deep roots in the music community, we exist to help music creators navigate hardships, whether it's through health and wellbeing support, housing assistance, or financial aid, so they can focus on what they do best: making music.

Our mission is grounded in the values of assurance, humanity, wellbeing, nurture and support. These values guide every aspect of our work, from how we interact with those seeking help to the range of services we provide. We believe in offering a helping hand with empathy and understanding, always ensuring that PRS members feel heard, valued, and supported.

We're here to ensure that no PRS member has to face life's hardships alone. Through flexible and compassionate assistance, we foster resilience and promote wellbeing, allowing our members to continue their creative journeys with confidence and peace of mind.



# PERSON SPECIFICATION

## **Our Trustee must have:**

- Integrity
- Commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of a trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team.

## **The Trustee Board will need skills and experience in some or all of the following areas:**

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisation
- Financial management
- The type of work being done by the organisation
- Legal matters
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations.

## **Time Commitment**

The Trustee Board meets bi-monthly in person (or online) at London Bridge. Our 2026 meeting dates are as follows:

- Wednesday, May 20
- Thursday, July 16
- Thursday, September 24
- Thursday, November 19
- Wednesday, December 16

# DUTIES & RESPONSIBILITIES

- 1. Ensure the charity is carrying out its purposes for the public benefit - you and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:**
  - a. Ensure you understand the charity's purpose as set out in its governing document
  - b. Plan together what The Fund will do, and what you want it to achieve
  - c. Be able to explain how all of the charity's activities are intended to further or support its purpose - including how the charity benefits the public by carrying out its activity.
- 2. Comply with your charity's governing document and the law - you and your co-trustees must:**
  - a. Make sure that the charity complies with its governing document
  - b. Comply with the charity law requirements and other laws that apply to your charity
  - c. Take reasonable steps to find out about the legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.
- 3. Act in your charity's best interests - you must:**
  - a. Enable the charity to carry out its purposes
  - b. With your co-Trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
  - c. Avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
  - d. Not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.

# DUTIES & RESPONSIBILITIES

- 4. Manage your charity's resources responsibly - act responsibly, reasonably and honestly - referred to as the 'duty of prudence'**
  - a. Make sure the charity's assets are only used to support or carry out its purposes
  - b. Consider appropriate procedures and safeguards and take reasonable steps to ensure that these are followed
  - c. Avoid exposing the charity's assets, beneficiaries or reputation to undue risk
  - d. Not over-commit the charity
  - e. Take special care when investing or borrowing.
- 5. Act with reasonable care and skill - as someone with shared responsibility for governing the charity you must:**
  - a. Use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
  - b. Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings.
- 6. Ensure your charity is accountable - use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary**
  - a. You and your co-Trustees must comply with statutory accounting and reporting requirements
  - b. Be able to demonstrate that your charity is complying with the law, is well run and effective.
  - c. Ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

## HOW TO APPLY

If you are interested in joining us, please email Fund Chairman Philip Pope at [philippope@mac.com](mailto:philippope@mac.com) with your CV and a letter of introduction. In your letter, please outline why you wish to become a Trustee and how your skills, knowledge, and experience will help strengthen the Fund's Trustee Board. If you would like an informal discussion before applying, please reach out to Philip.

**Closing date: Friday 20th March 2026**

Together, we can make a real difference in the lives of music creators. Join us and help shape the future of the PRS Members' Fund.

Be sure to visit [prsmembersfund.com](https://prsmembersfund.com) to learn more about what we do.

Keep up with us on socials [@prsfund](https://twitter.com/prsfund)

