

# Trustee

## Voluntary role

### Overview

Amersham Museum is an award-winning, accredited, independent museum, sharing the stories of local people and places. The museum is housed in part of a Grade II listed medieval hall house in the heart of Amersham, a historic market town. The museum has a beautiful physic garden, next to the River Misbourne.

The museum attracts around 10,000 visitors a year (pre Covid). We run a wide range of activities for people of all ages, including reminiscence groups, singing, art and literature workshops and an accredited art club for children. We have a vintage vehicle, used as a mobile museum for outreach events in the community. We have three paid part-time staff: a Director, a Learning Officer and a Collections Manager. The museum is committed to an inclusive approach to all aspects of its work.

The trustees have ultimate responsibility for the Museum and are collectively responsible for its governance. The role of trustees is to ensure that the Museum has a clear vision and strategic direction, is sustainable and complies with the law.

We are currently a group of eight trustees of whom three are looking to retire in 2023 after serving for their maximum 3 terms. We have all been involved with the museum in various roles and enjoy working well together as a group committed to the efficient running of a local museum.

### Key Responsibilities

The role of a trustee for the Museum is varied, exciting and hugely rewarding. Key responsibilities for this trustee role are:

- Contribute to the work of the Board, including setting the strategic direction, overseeing operating performance and ensuring compliance with national and local Museum standards and policies in support of the Museum's charitable aims.

In addition, we are particularly looking for the following skills or areas of experience:

- Human Resources
- Fundraising and income generation, which may also include campaigning and networking skills
- Marketing/ Digital Media communications
- Property and Buildings management

### Trustee Responsibilities as advised by the Charity Commission:

- Ensure that the Organisation complies with charity law, and with the requirements of the Charity Commission as regulator.
- Ensure that the Organisation does not breach any of the requirements or rules set out in its constitution and that it remains true to the charitable purpose and objects set out.

- Comply with the requirements of other legislation and other regulators such as the Equality Act, Health & Safety, employment law and Data Protection as a data controller.
- Act with integrity and avoid any personal conflicts of interest or misuse of Organisation funds or assets.
- Ensure that the Organisation is and will remain solvent.
- Use Organisation funds and assets reasonably, and only in furtherance of the Organisation's charitable objects.
- Take special care when investing the funds of the charity or borrowing funds.
- Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient. 5
- Consider soliciting external professional advice on all matters where there may be material risk to the charity, or where the trustees may possibly be in breach of their duties.

**In addition:**

- Identify risks and put in place mitigation measures.
- Ensure clear vision and strategic direction through the Forward Plan.
  - Set aims, objectives and plans to implement the strategy.
- Set and agree all policies.
- Receive reports from the paid staff and monitor and review performance against agreed objectives.
- Approve the annual budget, monitor performance against the annual budget and ensure financial sustainability.
  - Ensure that the Museum meets and retains the standards set out in the Museum Accreditation Scheme.
- Appoint paid staff.
- Safeguard the good name of the Museum, acting as an enthusiastic and well-informed ambassador.
- Campaign, lobby and generally advocate on behalf of the Museum, to enhance its profile.
- Use any specific skills, knowledge and professional expertise to help trustees reach sound decisions.

**Commitment**

- Trustees can serve for a maximum of three terms of three years
- The trustee board meets a minimum of six times a year either at the Museum, or via Zoom. Trustees are also expected to take on specific tasks and activities.

- Trustees are expected to undertake training and to develop relevant skills and knowledge as required.
- Trustees need to commit the necessary time to be effective.
- Trustees must adhere to the Museums Association Code of Ethics and all the Museum's policies.
- Trustees are expected to act reasonably and prudently in the best interests of the Museum, never in pursuit of personal interests or the interests of another organisation and to meet the legal obligations common to all charity trustees (i.e. comply with charity law, duty of prudence and duty of care).
- Trustees are expected to adhere to Nolan's Principles of Public Life.

The following links give more information on the Nolan principles and The Museum Association's Code of Ethics:

<https://leadinggovernance.com/blog/resources/the-nolan-principles/>

<https://www.museumsassociation.org/campaigns/ethics/code-of-ethics/#>

### **Essential Requirements:**

It is essential that trustees should have/be:

- The ability to think strategically and creatively, demonstrate objectivity, good judgement and analytical ability.
- A willingness to learn.
- Good communication, team-working and interpersonal skills.
- Tactful, diplomatic and able to build relationships.
- Fair, impartial and open to new ideas.

Experience of trusteeship of a charity or other voluntary organisation is desirable but not essential. We have listed specific skills that we are looking for, but this should not exclude anyone who is interested in the role but does not have the skills listed.

### **RECRUITMENT PROCESS**

To register your interest please email [info@amershammuseum.org](mailto:info@amershammuseum.org) providing contact details for two referees, a CV and a covering letter outlining why you want this role and how you meet the essential requirements.

**Deadline for applications is Monday 30 January 2023.**

Suitable applicants will be invited for an initial discussion with two existing trustees and the Museum Director. Short listed candidates will be invited for interview at the Museum. If you would like to have an informal discussion about the role before applying, please email [info@amershammuseum.org](mailto:info@amershammuseum.org)

**Please note: Prior to being formally appointed applicants will need to confirm that they are eligible to be a trustee by confirming that they are:**

- Not disqualified from acting as a charity trustee or company director, not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- Not been convicted of an offence involving deception or dishonesty (or any such conviction that is legally regarded as spent) and have not been involved in tax fraud.
- Not an undischarged bankrupt or have not made compositions or arrangements with creditors from which they have not been discharged