

TRUSTEE RECRUITMENT; Amersham Museum

Amersham Museum is looking to recruit two enthusiastic, capable and committed individuals to join our Board of Trustees.

This is a voluntary role, requiring a minimum time commitment of around one or two days per month but offering a rewarding opportunity to be closely involved with the preservation and development of local history as part of an enthusiastic and committed team.

Although there are some specific areas of expertise we are looking to strengthen, we are keen to receive a broad range of applications from across our local community and encourage anyone with an interest in the museum's work to make contact.

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. Around 7,500 people visit the museum every year. We run a wide range of activities for all ages, including reminiscence groups, singing, art and literature workshops and an accredited art club for children. We have a vintage vehicle, which is used as a mobile museum for outreach events in the community, as well as a beautiful physic garden, next to the River Misbourne.

We have four paid part-time staff; a Director, a Learning Officer, a Project & Administrative Officer and a Collections Manager. The museum is committed to an inclusive approach for all aspects of its work.

The Trustee role

Trustees have ultimate and collective responsibility for the successful operation of the museum and its governance. The key responsibilities of a Trustee are to contribute to the work of the Board, including setting the strategic direction, overseeing sustainable operating performance and ensuring compliance with national standards and policies in support of the museum's charitable aims. Further details on the formal responsibilities of Trustees are provided below.

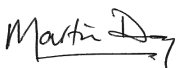
We are currently a group of eight Trustees and are looking to recruit a further two, in order to expand the Board's experience and skill base, particularly in the following areas;

- human resources
- fundraising and income generation, which may also include campaigning and networking skills
- property and buildings management.

The role of a Trustee for the museum is varied, exciting and hugely rewarding. All Trustees are widely involved with the museum in various volunteer roles and enjoy working together as a group, committed to the efficient running of a local museum.

Trustees need to commit the necessary time to be effective and can serve for a maximum of three terms of three years. The Trust Board meets a minimum of six times a year; meetings are held at the museum. Trustees are also expected to take on specific tasks and responsibilities to support the museum's activities and to undertake training to develop relevant skills and knowledge as required.

If you would like to take on this responsibility and join the team, we look forward to hearing from you!



Martin Day

Chair, Board of Trustees
Amersham Museum

RECRUITMENT PROCESS

To register your interest please email 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.

The deadline for applications is Friday 21 March 2025.

Selected applicants will be invited for an initial discussion with an existing Trustee and the Museum Director, with shortlisted candidates subsequently invited for interview.

If you would like an informal discussion about the role before applying, please email info@amershammuseum.org

It is essential that Trustees should demonstrate:

- 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.
- Tact, diplomacy and ability to build relationships.
- Fairness, impartiality and openness to new ideas.

Prior to formal appointment, applicants will need to confirm they are eligible to be a Trustee by confirming 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.

The Charity Commission sets out the following key responsibilities of a Trustee:

- 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.
- 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, Trustees should:

- Identify risks and put in place mitigation measures.
- Ensure clear vision and strategic direction through the Business 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.
- 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's Code of Ethics:

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

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