

Haslemere Educational Museum

Candidate Brief



Trustees, Haslemere Educational Museum

Contact: Sue Porter, Company Secretary

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Haslemere Educational Museum is seeking to appoint a new Trustee to continue to develop a diverse and forward-looking Board.

The Museum's Mission Statement :

“To forward and advance the study of Science, Literature and the Arts by means of a well-equipped museum of Natural History and objects of Art and of a Scientific Literary and Historical nature”. *Sir Jonathan Hutchinson FRS, founder.*

Background :

Haslemere Educational Museum is one of the oldest and most renowned independent museums in the country. It was founded in 1888 by the eminent Victorian surgeon Sir Jonathan Hutchinson FRS (1828-1913). At its inception the Museum pioneered innovative ideas of museum education and interactivity and maintains that reputation today. Last year/In 2021, the Museum has, for the second time, been awarded the Sandford Award for educational programming.

The Museum is fully integrated into the fabric of Haslemere, organising and supporting many of the activities and events that make Haslemere special. It has a team of enthusiastic experienced staff under the lead of the highly respected Curator, and is supported by many volunteers.

Haslemere Educational Museum is run as a charity (1071244) and a company limited by guarantee (3203702). As an independent museum we do not receive government or local authority funding, nor do we charge a formal entrance fee. The Museum's opening hours are Tuesday – Saturday 10.a.m. to 5.00 p.m. For more information, visit our website at www.haslemeremuseum.co.uk

Governance :

Haslemere Educational Museum is governed by a Board of Trustees – currently comprising six Trustees. Each Trustee brings experience in a different field.

The Board meets six times a year and sub-committees of the Board include, inter alia, a Management Committee, Health & Safety Committee and Premises Committee.

The Board is supported by an Hon. Treasurer and an Hon. Secretary.

THE ROLE :

The Board of Trustees is responsible for ensuring that Haslemere Educational Museum is run sustainably and in accordance with its vision and aims. All Trustees have a key role in developing strategy for the Museum's long-term future.

Trustees attend six Board Meetings a year, occasional strategy 'away days' and may also be requested to serve on one of the sub-committees of the Board.

The Board Meetings are usually held at the Museum on the first Wednesday of January, March, May, July, September and November in each year.

Trustees are also expected to play a part in fund-raising and to act as 'ambassadors' for the Museum.

Terms of Appointment :

Trustees are appointed for an initial three year term which is renewable for a further three year term. We encourage potential trustees to attend a few Board Meetings prior to formal appointment, to give opportunity to meet and 'work' with the trustees.

The position of Trustee is voluntary and unremunerated.

Expertise :

Haslemere Educational Museum is currently wishing to recruit a Trustee in the following areas of expertise or experience :

Chair :

Job Description Objective

The Chair will hold the Trustee Board to account for the museum's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the museum. The Chair will ensure that the Board functions as a unit and utilises the museum's entire team of staff and volunteers to achieve agreed objectives. He or she will act as an ambassador and the public face of the museum.

Principal responsibilities

Strategic leadership

- Provide leadership to the museum Trustees and staff, ensuring that the museum has maximum impact for its audiences
- Ensure that the Board, staff and volunteers adhere to the museum's mission, vision, values and governance strategies

- Ensure that the Board and staff are able to regularly review major risks and opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the museum, with systems in place to ensure financial accountability

Governance

- Lead on Trustee recruitment, induction and training
- Develop the knowledge and capability of the Board of Trustees and museum staff
- Encourage positive change and where appropriate address and resolve any conflicts within the Board, staff or volunteer teams, acting as Chair for a disciplinary committee if required
- Appraise the performance of the Trustees and staff on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the Museum

External Relations

- Act as an ambassador and represent the museum at external functions, meetings and events as required
- Maintain close relationships with key members of the community
- Act as a spokesperson for the organisation when appropriate
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Plan, set the agenda for and chair the annual cycle of meetings for Board of Trustees (including the AGM),
- Ensure that Trustees and staff are fully engaged and that the Board takes collective ownership of museum projects
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees, staff and volunteers

Additional information

The above is only indicative and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Specification :

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the museum and the wider community, its strategic objectives and mission
- Personal gravitas to lead a community-run organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an advocacy role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the museum
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including attending events out of office hours

Experience

- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Knowledge and understanding of the independent museums sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Understanding of charity governance issues

HOW TO APPLY :

To register your interest, please submit :

- Your CV
- A statement setting out why you are interested and what you feel you are able to bring to the organisation

These should be sent to:

Sue Porter, Company Secretary secretary@haslemermuseum.co.uk