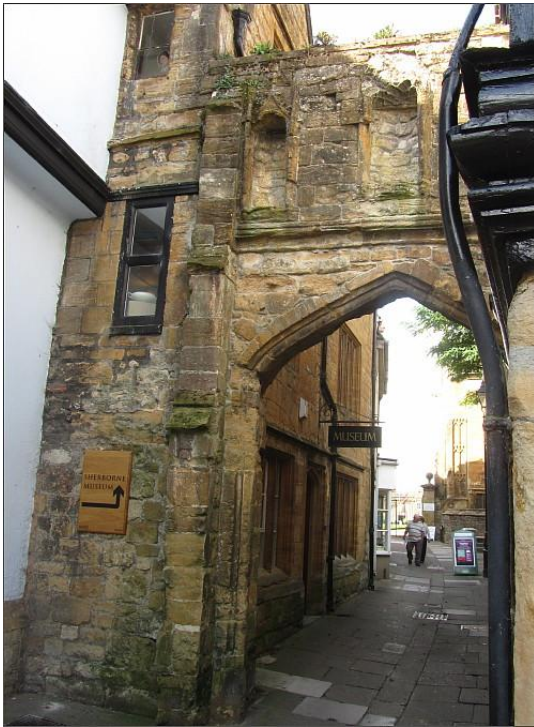


SHERBORNE MUSEUM

TRUSTEE RECRUITMENT PACK

WHO WE ARE

We are a thriving community museum located in the town centre, close to historic buildings such as Sherborne Abbey, SS John's Almshouse, the Conduit, Sherborne School and The Julian. It is also within walking distance of Sherborne Old and New Castles, Sherborne House and Sherborne Steam and Waterwheel Museum. The Museum occupies the Gatehouse and Almonry formerly belonging to the Abbey, now a Grade II listed building, in a lane connecting the main shopping area with the Abbey precinct.



A registered charity (no. 306251), the Museum has independent status and was the first volunteer-run museum in Dorset to receive full Accreditation. It is supported by its Members' Association, West Dorset District Council, Dorset County Council, Sherborne Town Council and by Arts Council England. Opening in 1968, the Museum evolved from the Sherborne Historical Society, its founding body, when benefactor Frederick Marsden first purchased the Abbey Gatehouse and presented it to the Association, together with an Honorarium fund. In 1994 the Museum was enlarged by its expansion into the adjoining shoe shop, with support from the Heritage Lottery Fund and West Dorset District Council. In 2007 the Museum rented a large upstairs room from the Somerset and Dorset Family History Centre, which provided an area to work on conservation and to store reserve

collections. These have recently been moved to a secure and environmentally controlled facility on the outskirts of Yeovil.

WHAT WE DO

Our mission is to increase public awareness, appreciation and understanding of Sherborne's natural, historic and cultural heritage through the acquisition, preservation and display of a unique collection of items that are particularly relevant to the area.

We provide a wide range of services for the local community, supported by an active team of 65 volunteers. We attract around 10,000 annual users and contribute significantly to the tourist economy in Sherborne. For information about our outreach, research and education services, our environmental commitments and access, please see our website www.sherbornemuseum.co.uk

We have acquired our Visit England Quality Assurance Badge, the Learning Outside the Classroom Quality Badge and a Certificate of Excellence from TripAdvisor. We receive advice, support and training from the North Dorset Museums Group, the Dorset Museums Association, the South West Federation of Museums and Art Galleries and the Association of Independent Museums, in all of which we are active members.

OUR FUTURE PLANS

We aspire to tell Sherborne's story, past and present, providing creative opportunities for everyone to engage with and learn about the heritage of the town and surrounding area.

The Museum has reached an exciting stage in its development. We have recently significantly increased our footfall and donations by taking the step to remove admission fees, as well as opening a new gallery devoted to the natural history of the area. On the brink of the 50th anniversary of our opening, we are making the transition from an unincorporated charity to a Charitable Incorporated Organisation (CIO) in order to reduce trustee liability and to create a smaller yet dynamic and flexible board that is resilient and fit for purpose. This will coincide with a complete rebranding of our image and creation of new membership benefits. Ultimately we aspire to a total refreshment of the museum's exhibitions and aesthetics with professional designers, so that we can narrate the people's story of the town in a more imaginative and inclusive way, to inspire, delight and engage the whole community.

TRUSTEE ROLE DESCRIPTION

The Trustees have overall responsibility for the Museum and act as its governing body. Trustees are legally responsible for directing its affairs, ensuring it is solvent, well run, and delivering its charitable objectives.

Trustees will not be paid, but reasonable expenses will be reimbursed. Being a Trustee will provide a challenging, rewarding and enjoyable opportunity to get involved and have an important role in shaping the future of the Museum and the Board.

All Trustees are collectively responsible for the decisions and management of the Museum.

The role of the trustees is to:

- Take ultimate responsibility for directing the affairs of the Museum, and to do so with innovation, creativity, ambition and appropriate challenge.
- Ensure that there is a clear vision, mission and strategic direction and focus on achieving these as the Museum develops.
- Act reasonably and prudently in the best interests of the Museum, never in pursuit of personal interests or the interests of another organization, meeting the legal obligations common to all Trustees.
- Act as guardians of the assets owned and managed by the Museum, both tangible and intangible, taking due care over their security, deployment and proper application.

Principal Tasks and Duties

Accountability, Legal and Financial Duties

- Report on the museum's activities, including the achievement of 'public benefit' as a registered charity.
- Ensure the organisation complies with its governing document, requirements of the trust deed, charity and other regulatory requirements.
- Ensure financial stability, including approval of the annual budget and deciding on major resource issues.
- Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.
- Protect and manage the property of the organisation and ensure the proper investment of the organisation's funds.
- Ensure the organisation is properly insured against all reasonable liabilities.
- Be collectively responsible for the actions of the organisation and other trustees.

Policy and Planning

- Set the overall strategic direction, setting policy, defining objectives and setting targets and evaluating performance.
- Approve the Forward Plan and ensure sustainability of operations.
- Ensure that all risks associated with the Museum's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.
- Provide guidance on new initiatives.

Advocacy

- Safeguard the good name and values of the organisation.
- Promote the Museum, its activities and its needs to the public, private and voluntary sectors so as to enhance the Museum's profile and assist with its fundraising activities.
- Represent the organisation at functions and meetings as appropriate.
- Act as an enthusiastic and well-informed ambassador for the Museum at all times.

Employment and Human Resources Duties

- Oversee the recruitment of other trustees.
- Ensure the safe and efficient use of premises for both staff and the public, in-line with its Health & Safety Policy.
- Abide by the Equal Opportunities Policy.

Sub-Committees and Working Groups

- Trustees may be expected to take part in sub-committees and working groups to deliver specific functions in greater detail and particular time-bound tasks.

Other Requirements

- Trustees will be expected to attend a formal interview.
- The provision of two references and a CV will be required.
- A DBS check may be requested.
- Trustees will be expected to attend the Board meetings and read reports in advance of meetings.
- Trustees should attend any recommended training and away-days where possible.
- Trustees will be asked to complete an annual skills audit.

For more details of the specific legal obligations of Trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).

OUR TRUSTEES

The new CIO Board will consist of a minimum of 5 and a maximum of 12 trustees, 2-4 of whom will be *ex officio* posts (posts currently identified are Treasurer and Secretary). Six skills-based roles have been identified that will ensure our board can govern effectively and contribute to the smooth running of the museum:

- Volunteer Coordination & Visitor Experience
- Fundraising
- Museum Learning
- Building Management
- Digital Engagement
- County and Cultural Networks

In addition, all trustees should provide the following skills:

- An ability to think strategically, focusing on major issues, while recognising the realities and practicalities of the operational management in a voluntarily managed museum.
- Experience in one of the following areas: Museums and heritage management, finance, trust governance, marketing and PR, community engagement, local networks, volunteering
- Well-developed and effective networking skills in a range of contexts and situations.
- Well-established and current professional networks that bring positive benefit to the museum.
- Highly effective inter-personal, communication and advocacy skills.
- A readiness and ability to take on and deliver agreed projects and areas of activity, including fundraising activities.
- A commitment to the Board's vision and empathy with Sherborne Museum.
- An ability to command respect amongst stakeholders and decision-makers in the public and private sectors.
- An ability to achieve the confidence and command the respect of staff, volunteers, and museum users.
- Willingness to devote the time and effort, including attending trustee meetings and occasional events.



Job Description - Treasurer

Introduction

The role of Treasurer is vital to the smooth running of the Museum and will provide a rewarding opportunity to use your expertise and experience to move our organisation forward. The ideal candidate will have proven experience in accounting and finance and will be friendly and approachable with a good sense of humour. This is an unpaid role, but candidates must have the time to carry out all accounting/book-keeping duties to keep the Museum's finances in good order. You will be required to attend between four and eight board meetings a year (normally on a Monday morning), plus occasional sub-committee/working party meetings as required. The role will require a commitment of around 4 hours per week, although there are some busier times in the year such as around the time of the annual report. Some of the work can easily be done at home.

Main responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure full compliance with Charity Commission regulations, guidelines and best practice at all times.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specific Tasks

- Liaise with relevant staff, Trustees, budget holders and other volunteers to ensure the financial viability of the organisation.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings (balance sheet, cash flow, budget monitor etc.).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories/on-line authorisations
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
- Maintain the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations.
- Arrange payments to creditors as appropriate and arrange appropriate signatures/ on-line authorisation on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Personal qualities and knowledge required

The Treasurer needs to be friendly, approachable and have a good sense of humour, as he/she will be dealing with a wide range of volunteers, stewards, service providers and stakeholders. Other essential qualities include:

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations, especially charities.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly including the ability to report verbally and in writing to the Board at meetings and at the AGM.

For an informal chat about the role or to request an application form, please contact our Chair, Nicola Berry at nicola@kuloko.co.uk