



East Grinstead Museum

Trustee Recruitment Pack

www.eastgrinsteadmuseum.org.uk

'Sparking a sense of place and belonging in East Grinstead's past, present and future, through the stories we share.'

Introduction

East Grinstead Museum was founded in 1976. It is a Charitable Incorporated Organisation (Charity No. 1171561). The Museum is independent, being managed by a board of eight voluntary trustees, and is totally dependent on grants, sponsorship and donations for its income.

An exciting new opportunity has arisen for the board to recruit a new trustee to help take the Museum forward into its next phase of development.

The Museum

The Museum is housed in a purpose-built building, just off the High Street, which opened in September 2006. The building costs were covered by an award from the Heritage Lottery Fund and community fundraising initiatives.

The Museum is open 4 days a week, including weekends and Bank Holidays, and admission is free. The Museum's displays focus on the history of the town and its surrounding villages. Artefacts and memorabilia are interspersed with interactive touch screens and film. Part of the gallery is used for temporary exhibitions, that cover local subjects. These are frequently mounted in conjunction with local community groups.

In 2016, the Museum was awarded a further Heritage Lottery Fund grant to develop permanent displays in the Museum to tell the story of the pioneering plastic surgeon Sir Archibald McIndoe and his patients of burned Second World War airmen known as the Guinea Pig Club, who were based at The Queen Victoria Hospital in East Grinstead.

The Museum offers a programme of activities during school holidays, aimed at children between the ages of five to eleven. The Museum often receives visits by groups and schools arranged to suit their needs. Outreach talks are regularly given to local community organisations. and a further programme of online and face to face talks are planned during the year.

A full time Museum Manager is employed, with all other roles being undertaken by volunteers or through project grants.

In 2017, the Museum was re-awarded Full Accreditation status by Arts Council England.

In line with many organisations, the Museum was closed for much of 2020 and early 2021, due to the COVID 19 Pandemic. With the easing of the lockdowns, there are opportunities for the Museum to reinvent much of its current offer to better connect with its existing audiences and reach out to new audiences, encouraging both visits to the Museum and engagement online. Much of the direction for this work will come from an Audience Development Project we are currently undertaking.

In 2020, the Museum received a very generous bequest from a benefactor. This money will be used primarily to transform our original gallery, which tells the history of the town and its surrounding villages. At this stage we are just beginning to undertake this project, so it will be a major part of the museum's aims for the next few years.

Trustee Role Description

Purpose

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.

Key Responsibilities of this Trustee role

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.

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.

- 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 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, so as to enhance its profile.
- Use any specific skills, knowledge and professional expertise to help Trustees reach sound decisions.

Commitment

- Trustees serve for a fixed term of four years.
- The trustee board meets 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.

Person specification

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.

Recruitment Process

To register your interest please email Lester Porter, the Chair of Trustees, at chair@eastgrinsteadmuseum.org.uk providing contact details for two referees, a C.V. and a covering letter outlining why you want this role and how you meet the person specification.

The closing date for applications is Wednesday 21st July 2021.

Suitable applicants will be invited for an initial discussion via Zoom with two existing trustees and the Museum Manager **in late July/early August**. Short listed candidates will be invited to second round interviews at the Museum

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.