



# **East Grinstead Museum**

## **Trustee Recruitment Pack**

**[www.eastgrinsteadmuseum.org.uk](http://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.

The opportunity has arisen for the board to recruit a new trustee to help take the Museum forward into its next phase of development. This is a hugely exciting period for the Museum as the Trustees start to plan for an expansion and redevelopment of its display areas.

## **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 5 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 WW2 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. A further programme of talks, walks and other activities are planned during the year.

A full time Museum Manager is employed, with all other roles being undertaken by volunteers or through project grants. The museum has around 70 volunteers.

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

In 2021, the museum completed an Audience Development Project, which identified it's current and potential audiences and how to develop new ways to meet their needs. Alongside this, work has begun on redeveloping the displays related to the history of East Grinstead. This will involve our volunteers and the local community in identifying stories and objects for display.

This project will require additional work from Trustees to ensure that it is successful, and the board hope that successful applicants will contribute towards this project.

# **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.
- The Museum is particularly interested in applicants who have knowledge and skills within the Museum Sector, whether that is with collections, learning, outreach, or other relevant skills. This is to supplement the existing capabilities of the Trustees, but we welcome applications from all walks of life.

We welcome applications from anyone who feels that they can contribute to the work of the museum, whatever their experience.

## **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.

## **Meetings**

- The trustee board meets six times a year either at the Museum, or via Zoom.
- The meetings on the last Tuesday of the month, and are held between 6pm-8:30pm
- There is at least one Strategy Day meeting each January, held on a Saturday at a venue within East Grinstead.

## **Role Duration**

- Trustees serve for a fixed term of four years.

## **Commitment**

- Trustees are expected to take on specific tasks and activities related to the museum's development.
- 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.

Desirable:

- Experience within the Museum/Heritage Sector, or of an area of work undertaken by the Board (Fundraising/Marketing/Human Resources)
- 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](mailto:chair@eastgrinsteadmuseum.org.uk) with a C.V. and a covering letter outlining why you want this role and how you meet the person specification. It should be not longer than 2 sides of A4.

Please also provide contact details for two referees.

**The closing date for applications is Friday 3<sup>rd</sup> November 2023.**

Suitable applicants will be invited for an initial discussion via Zoom with two existing Trustees. Short listed candidates will be invited to second round interviews at the Museum, where the two Trustees will be joined by a third Trustee.

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.