

Bakewell and District Historical Society

Registered Charity No. 1184842

Role title – Trustee

Role summary

Trustees have responsibility for directing the affairs of Bakewell and District Historical Society CIO and ensuring that it is solvent, well-run and delivers the charitable outcomes for which it has been set up. The main responsibilities of the role are set out below. This role is voluntary and unremunerated although approved expenses may be paid.

Trustees' general responsibilities

- To be responsible with other board members for the development of the Society's strategic direction and forward plan
- To be an advocate for the Society and the Bakewell Old House Museum raising its profile locally and nationally
- To contribute to the promotion of the Society within its membership and wider interest groups
- To contribute to the development and delivery of a fundraising plan for the society to ensure its financial sustainability
- To participate actively in fundraising for the Society and Museum including promoting membership, developing relationships with the membership, holding events and managing membership/donor information
- To ensure the Society maintains its status for the Bakewell Old House Museum as an Accredited Museum
- To attend and take an active part in general meetings, specifically the Annual General Meeting and Board meetings

Specialist areas shared amongst Trustees

- To ensure that the Bakewell and District Historical Society has regard to the guidance of the Charity Commission and complies with all relevant legislation and regulations, in particular ensuring that the organisation prepares and submits its reports, annual returns and accounts as required by law
- To ensure that the Society complies with the requirements and rules set out in its governing documents and ensure that the Society applies its resources exclusively to pursuing its objectives
- To contribute actively to the Board of Trustees' role in giving strategic direction to the Society, setting overall policy, defining goals, setting objectives and evaluating performance against objectives
- To ensure the effective and efficient management and administration of Bakewell and District Historical Society
- To ensure the financial stability of Bakewell and District Historical Society and the proper investment of the organisation's funds
- To keep informed about the activities of Bakewell and District Historical Society and wider issues which affect its work

- To act with integrity, and avoid any personal conflicts of interest or misuse of Bakewell and District Historical Society funds or assets
- To use specific skills, knowledge and experience to help the Board of Trustees reach sound decisions

Time commitment

The Board of Trustees has six two-hour meetings a year and one-hour focussed meetings in between the main meetings.

In addition to attending these meetings, Trustees undertake work in sub-committees and Task and Finish groups to meet the specific requirements of their role, and to provide advice where needed.

Please note this is a hands-on role. It is anticipated that Trustees would spend a minimum of 10 hours per month on BDHS matters.