



**Trustee Recruitment  
Information Pack  
Royal Institution of Cornwall (RIC)**

# Welcome from Julie Caplin-Grey

## Chair of the RIC

The RIC is recruiting new trustees to join its governing body. The organisation is at an exciting stage in its development, with many recent successes in securing support from major funders and supporters, making it a great time to get involved.

The RIC operates the renowned Royal Cornwall Museum which tells the story of Cornwall and its place in the world. Each year we welcome 35,000 visitors, including 4,000 schoolchildren, through our doors. The museum is undergoing big changes to share its fantastic collections with more people, inspiring discovery and positive change for people of all ages and backgrounds. In January 2024 we began the exciting project of transforming the museum building to secure our collections and improve the experience for our visitors. We have ambitious plans for an exciting future and are now looking for people who want to join our Board as we develop and grow.

We are looking to recruit several new trustees who will share our passion for Cornwall's heritage and how museums can change lives for the better. We are looking for people who represent the diverse perspectives and experiences of Cornish life, and people with skills and experience to help us on our journey. We are particularly interested in hearing from people with knowledge and insight in the following areas: finance, local government, legal, marketing, and capital development projects, people with a disability and other people who can bring a richer diversity of lived experience and age to the board. If you think you could make a contribution, then we would love to hear from you.

We are genuinely interested in applications from people with all sorts of different backgrounds. Please don't be put off applying if you do not meet all the criteria or haven't been a trustee before.

We are a collaborative team and our Board meetings are inclusive and non-hierarchical; we value openness and different points of view.

If you're interested in joining us on our next steps to put the RIC at the heart of Cornwall's community then please read on.

Best wishes,

A handwritten signature in black ink that reads "Julie". The script is fluid and cursive, with a long, sweeping tail on the final letter.

# Introduction

*In this pack we've set out the things we think a potential trustee would want to know before applying for the role. We hope it helps you feel as excited by the opportunity as we are to have your experience and perspective. If you have any further questions after reading this pack, please contact our trustee Mary Godwin at [mary@marygodwin.co.uk](mailto:mary@marygodwin.co.uk)*



## About the RIC

The Royal Institution of Cornwall (RIC) runs Royal Cornwall Museum and the Courtney Library and Archive, both situated in the heart of Truro. Royal Cornwall Museum is a community-focused museum, library, art gallery and archive housing nine galleries and holding approximately 1,000,000 objects. The museum cares for and shares some of the most significant collections in Cornwall that together tell the story of this region, nation, and our links to the rest of the world. We use these collections to learn about our past, make sense of our lives today and improve our future.

Through our activities we contribute to Cornwall's cultural, educational, social, and economic development. We also engage with our communities through exciting outreach opportunities and inspiring events and workshops that explore current issues in relation to Cornish culture and heritage.

Founded in 1818, the RIC was one of the earliest learned societies in the country, established to promote excellence in science and art and to forward the world-leading industries that Cornwall was known for.



### **Our mission and founding values are:**

- To establish and share collections that celebrate Cornwall and Cornish culture
- To create a space at the heart of Cornwall where ideas could be discussed and challenged
  - To be a place for sharing knowledge, learning, creativity, and ambition.

These founding values are just as relevant now as they were when the RIC was first established.

The RIC publishes an annual journal and runs a comprehensive programme of learning, outreach activities and events. Alongside our permanent exhibitions we hold a regularly changing programme of temporary exhibitions. Our education programme welcomes schools from across Cornwall. The museum also hosts events and operates a museum shop.

We are a small team, doing big things. Our core team is made up of 23 people working flexible hours, equating to 12 full-time equivalents. This team is supported by 65 volunteers. The RIC also has a Board of Trustees with a diverse range of skills and experience. The current Board has eight Trustees and is chaired by Julie Caplin-Grey. You can find out more about our current trustees on our website.



### **Today, the RIC has six strategic priorities:**

- Achieve financial sustainability
- Build audiences & engagement
- Secure capital investment to repair and improve our buildings and our visitor offer
- Improve care and management of our collections
  - Develop our capacity
- Achieve environmental sustainability.

**By 2027 we will be:**

On our way to financial stability.

Attracting 60,000+ people annually to the museum.

Completing a capital project that has transformed the museum building and spaces.

Enabling everyone to connect with Cornwall's unique heritage through improved interpretation, digital infrastructure, and access to the collection.

An integral part of the Cornwall cultural heritage offer, contributing to making Truro an exciting place to live, work and visit.

A must-see cultural destination for all at the heart of our community, offering a warm, welcoming, and useful space for everyone.

Offering opportunities for young people to train, develop, and thrive, building employment skills to benefit Cornwall.

Caring for collections in optimal environmental conditions with a fully audited collection.

On course to be carbon neutral by 2030 having established new partnerships to drive sustainable change. We will share our learning with the cultural sector and beyond.

Working with a staffing structure that is flexible and agile and focused on achieving the vision, goals, and ambition.

Recognised nationally for our creative and innovative approach to integrated arts and science engagement.

Offering an inspiring and exciting environment for improved learning and enjoyment.

Governed by a diverse, multi-skilled board of Trustees.

# About the Role

*As Board members, trustees have a collective responsibility. This means that trustees always act as a group and not as individuals. The Board and staff team work together to deliver our mission.*



- The Board has the legal responsibility to ensure that our resources are applied to the charitable objectives and that we are complying with the law
- The Board is collectively responsible for the success of the organisation, for agreeing its strategic aims and ensuring that necessary resources are in place to meet its objectives and monitor performance
- Once the Board has agreed on strategy and policies, it defers responsibility for execution to the Executive Team and assumes a monitoring and supporting role
- The Board scrutinises the performance of management in meeting agreed goals and objectives and ensures that the organisation's controls and systems of reporting are robust
- The Board has a duty to act in the RIC's best interests and manage resources responsibly
- The Board ensures the charity is accountable, transparent, well-run and effective.





## Key responsibilities

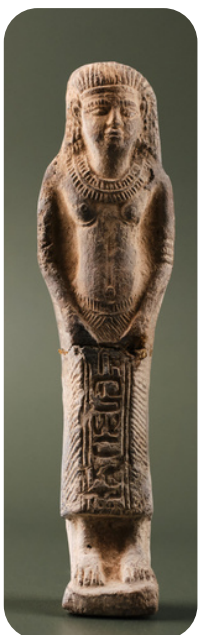
As a Board member you will work with our current Board and staff team to help us realise our vision. You will contribute to the good governance of the organisation and act as an ambassador for the RIC. Responsibilities include:

- Ensuring that we meet our charitable mission and always act in the best interests of the organisation
- Attending Board meetings, adequately prepared to contribute to discussions
- Contributing to the broader promotion of RIC's objects, aims and reputation by applying your skills, expertise, knowledge and contacts
- Being involved in working groups relevant to your areas of interest and expertise
- Providing support and challenge to RIC's Directors
- Approving operational strategies and policies, monitoring and evaluating their implementation
- Approving RIC's financial plans and budgets and monitor and evaluate progress
- Ensuring key risks are being identified, monitored and controlled effectively.



## What are we looking for?

We are looking for people who will bring passion and commitment to the role and who will broaden the range of thinking and experience, both personal and professional, on our Board. You do not need to have been a trustee before, or to have experience of working with museums – we are looking for people whose skills and experience will add to our existing board.



## Person specification

- A commitment to RIC, our mission and team
- The ability to think creatively and strategically
- Good independent judgement
- Effective communication skills
- The ability to work effectively as a member of a team
- Willingness to participate actively in discussion and to speak your mind
- A strong personal commitment to equity, diversity and inclusion
- A commitment to our values and the Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

**At this point in time, we are particularly interested in people with experience and insight in the following areas:**

1. Finance and accounting
2. Local Government
3. Legal
4. Living with a disability or long-term health condition
5. Marketing
6. Capital Development Project

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We are genuinely interested in applications from people with different occupational and personal backgrounds. The charity is for everyone and the composition of our board of trustees who set the strategic direction of the organisation should reflect this reality. We are particularly interested in hearing from groups currently under-represented on the board.

Please don't be put off applying if you don't meet all the criteria, or if you haven't been a trustee before. We will provide a full induction for all new trustees and will discuss with you individually any other training or support you might need to settle into the role.

If there are any barriers to either participating in the recruitment process or delivering aspects of the role itself, which you feel might exclude you from applying then please contact us. We are keen that our processes are inclusive and that we do not miss out on great candidates.





### **Eligibility**

The law places certain restrictions on becoming a charity trustee. If you are in any doubt about your eligibility, visit the Charity Commission website at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

### **Remuneration**

This is a voluntary position. While we currently do not pay trustee expenses as a matter of routine, where expenses relating to attending board meetings would be a significant barrier to participation, we are able to consider reimbursement on a case by case basis.



### **Time commitment**

Becoming a trustee is a commitment. The time commitment is roughly the equivalent of one full day per month, although more may be required from time to time.

We have 4 Board meetings a year. Two of these are hybrid meetings, which can be attended virtually or in person at the museum. Two are extended, on-site workshop-style meetings. We also have an annual strategy away day, and our Annual General Meeting for members in the autumn. Time will also be needed to read meeting papers.

Alongside the main Board, Trustees are expected to involve themselves in committees and other matters according to their interests and skills, and to attend events as their time permits.

### **Terms of appointment**

Trustees are appointed for a 4 year term, and can serve a maximum of 2 terms.

## How to apply

To apply, email trustee Mary Godwin at [mary@marygodwin.co.uk](mailto:mary@marygodwin.co.uk) with the subject line 'RIC Trustee Application' and attaching a copy of your CV and a covering letter setting out why you are interested in becoming a trustee and outlining any experience relevant to the role.

This might be experience gained through your job, or equally might be experience gained outside of a work setting; for example, involvement in community groups or other activities. If you prefer, you can apply by submitting a short (max 5 mins) video. All complete applications will be acknowledged.

**Deadline for applications: 12 noon on 12th April 2024**  
**Interview dates: Week commencing 22nd April**

We can make reasonable adjustments to our interview process, and to working arrangements, according to your needs. If you are shortlisted for interview we will explain what the interview process will involve in advance and check with you if we need to make any adjustments so that you can interview fairly and comfortably.

## Find out more

For an informal discussion, please contact trustee Mary Godwin by emailing [mary@marygodwin.co.uk](mailto:mary@marygodwin.co.uk) or calling 07881 521353

For more information about the role of a trustee see information from Reach on becoming a trustee. For more information about becoming a trustee see Getting on Board's How to become a trustee guide and 'Step on Board' from Girl Dreamer and Trustees Unlimited.



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