



Trustee Role Description

Trustees play a vital role in making sure that Sherborne Museum achieves its core purpose, while overseeing the overall management and administration of the charity. The Board ensures that the organisation has a clear strategy and that its operations and goals are in line with the museum's mission, vision and core values.

Board members have a collective responsibility, meaning that they always act as a group in the best interests of the charity.

We are looking for people who will bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board.

Responsibilities

- Support and provide advice on Sherborne Museum's purpose, vision, goals and values, and contribute to the strategic direction of the charity
- Approve the charity's operational strategies and policies, and monitor and evaluate Implementation and performance
- Oversee the charity's financial plans and budgets, and monitor and evaluate progress
- Review and approve the charity's financial statements
- Ensure the effective and efficient administration of the charity
- Protect and manage any assets belonging to the charity and ensure the proper investment of funds
- Ensure that key risks are identified and controlled effectively
- Keep abreast of changes in Sherborne Museum's operating environment
- Use independent judgement, acting legally and in good faith to promote and protect Sherborne Museum's interests
- Contribute to the broader promotion of Sherborne Museum's objects, aims and reputation by applying your skills, expertise, knowledge and contacts

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, representing the museum externally, or other issues in which the trustee has special expertise.

Personal skills and qualities

- Enthusiasm for the museum's mission, vision and core values
- Willingness and ability to understand and accept their responsibilities as a trustee and act in the best interests of the museum
- Ability to think strategically and creatively, to exercise good independent judgement, and work effectively as a Board member
- Readiness and ability to take on and deliver agreed projects and areas of activity
- Effective communication skills, with a willingness to participate actively in discussion
- Strong personal commitment to equity, diversity and inclusion
- Effective advocacy skills, with a willingness to act as an ambassador for the museum
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment

- Trustees are appointed for a three year term of office, with the opportunity for renewal for two further terms up to a maximum of nine years
- The position is voluntary, although reasonable expenses may be reimbursed

Time commitment

- Attend Board meetings up to eight times annually
- Attend occasional strategy meetings/training sessions
- Act as an ambassador for the museum at occasional public events
- Provide ad hoc support through participation in working groups or committees