



**Celebrating Our Heritage**

Registered Charity No. 1166357

**Moot Hall**

**Aldeburgh IP15 5DS**

OCTOBER 2018

## **TRUSTEE APPLICATION PACK**

### **About Aldeburgh Museum**

Aldeburgh Museum acquires, maintains, displays and interprets for the public's benefit a collection of objects and records pertinent to the history of Aldeburgh, its people and its immediate neighbourhood. Its vision is to be an inspiring and progressive local museum that actively engages all ages with the rich heritage of Aldeburgh and its surroundings. The Museum is open from Easter to the end of October.

Collections are housed in the 16th century Moot Hall, itself a prime exhibit. This Grade 1 listed timber-framed building, continuously used for local governance since Tudor times, is owned by our partner, Aldeburgh Town Council and still used by them today. Of national significance are artefacts from the country's first discovered Anglo-Saxon ship burial.

### **The Museum's future plans**

Aldeburgh Museum needs significant investment to redevelop and reinvigorate its static and lacklustre displays and broaden their appeal to visitors including its educational and outreach offerings for the local community across East Suffolk.

A comprehensive study has been done to assess what is needed in terms of not only what visitors would like to see but also how the museum can best appeal to all of the community. We have developed an Activity Plan to address this. It shows for example a demand for an educational offering from schools across the district and a requirement for outreach services from the Museum for the elderly and others.

A stage 1 grant from the Heritage Lottery Fund (HLF) was awarded in December 2016 to develop detailed proposals in support of a £750k grant from HLF to improve the museum and its offerings. These proposals were then developed and a Stage 2 submission to HLF was submitted in February 2018 which was successful. The project is now underway and the refurbishment will take place over the coming winter/spring. We want to increase the number and skills of our Trustees to help us deliver the project and run the Museum in the future.

### **What is our governance structure?**

Aldeburgh Museum is a charity known as the Aldeburgh Museum Charitable Trust. It is a Charitable Incorporated Organisation (CIO).

Our charitable object is:

*TO ADVANCE THE EDUCATION OF THE PUBLIC BY PROVISION OF A MUSEUM AND RELEVANT COLLECTIONS CONCERNED WITH THE HISTORY OF ALDEBURGH, ITS PEOPLE AND ITS IMMEDIATE NEIGHBOURHOOD.*

The Board of Trustees has overall control of the museum and is responsible for making sure that it is doing what it was set up to do.

### **Who can be a trustee?**

Membership of the Board of Trustees is open to all adults over 18, unless you:

- Have an unspent conviction for an offence involving dishonesty or deception (e.g. fraud).
- Are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor.
- Have been removed as a company director or charity trustee because of wrongdoing.

The museum will actively encourage applications from those who are traditionally under-represented in such roles, and will aim to ensure that our organisation is reflective of our local community. The most desirable qualities in a trustee are a commitment to the museum, and the ability to contribute towards the delivery of the strategic aims of the museum. There is a minimum limit of 3 and maximum limit of 12 on the number of serving trustees at any one time. Trustees must, by law, be at least 18 years old.

### **What is expected of a trustee?**

Trustees use their skills, expertise and experience to support the museum, helping us to achieve our strategic aims. Trustees also often learn new skills during their time on the board.

Key expectations of trustees:

- To attend meetings and other appointments – engage in discussions and decision-making processes.
- To prepare fully for meetings and all work for the organisation – read papers, query unclear or difficult items, and think through issues in good time before meetings.
- To actively engage in respectful discussion, debate, and voting in meetings – contribute positively, listen carefully, challenge sensitively.
- To act jointly and accept a majority decision – make decisions collectively, stand by them and not act individually unless specifically authorised to do so.
- To work considerately and respectfully with all – respect diversity, different roles, and boundaries, and avoid causing offence.
- To respect confidentiality – understand what confidentiality means in practice for an organisation, its board and the individuals involved.
- To have a sound and up to date knowledge of the museum – understand how the museum works and the environment within which it operates.
- To contribute – come forward where possible and offer the benefit of your expertise to supporting the museum’s mission.
- To take advice – to seek and consider professional advice on anything in which the trustees do not have expertise themselves.

Primary tasks:

- Ensure that the museum’s assets held in trust are applied to the charitable objectives.
- Be collectively responsible for the success of the museum: set the strategic aims of the museum, ensure that necessary resources are in place to meet objectives and monitor performance.
- Define the values and standards of the museum, including the mission statement and policies. Once the board has agreed on strategy and policies, it defers responsibility for execution to the executive and assumes a monitoring and supporting role, challenging and supporting the museum’s director and management team.
- Scrutinise the performance in meeting agreed goals and objectives and ensure that the museum’s controls and systems of reporting are robust.

Secondary tasks:

- Ensure transparency and accountability in the museum’s activities being mindful of the support from public funds.
- Review and approve the business plan.
- Review and approve the programmes proposed by the curator.

- Regularly review and approve risk management to ensure that it reflects changes inside and outside the organisation.

**Are we looking for anything in particular?**

All applicants are welcome, but we especially encourage applications from those with experience and networks in community outreach and education, fundraising and development, and museum practice. Experience of museums is not necessary, but a commitment to be actively involved and the ability to contribute towards the delivery of the strategic aims of the museum with time, energy and skills are a must. We are hoping to provide some training as part of the redevelopment project.

We are looking in particular for contribution in the following areas but people with other skills will be considered too:

<b>Community outreach and education</b>	Helping us develop our educational offering and activity and events programme
<b>Museum practice</b>	None of the current trustees are museum professionals and we would like to have one on our board to work with the curator and our museum mentor.
<b>Fundraising &amp; Development</b>	Helping us to improve external support for our business, its resilience and its longer-term contribution to and from the community we are part of.

**Person Specification:**

It is essential that trustees should:

- Have the ability to think strategically and creatively, demonstrate objectivity, good judgement and analytical ability.
- Be willing to learn.
- Have good communication, team-working and interpersonal skills.
- Be tactful, diplomatic and able to build relationships.
- Be fair, impartial and open to new ideas.

It is desirable that trustees have:

- An interest in history and in museums and heritage.
- A strong personal network
- A specialism in one of the areas we have highlighted

**How much time does it take up?**

Because of the redevelopment project the Board meets monthly at present for formal meetings. In addition, there are several events in the museum calendar for volunteers. Trustee attendance is encouraged.

In addition to formal meetings, trustees are encouraged to take a deeper interest in an aspect of the museum’s workings which would entail additional time.

We expect Trustees to commit to serving a term of three years, which can be renewed.

**Can I talk to someone about becoming a trustee before I apply?**

If you have any questions or would like to talk to one of the existing trustees before you apply, please call or Chairman Tony Bone on 07941 024692. (Note: Tony is away until 6<sup>th</sup> November.)

## How to apply

To register your interest please email to [moothallproject@gmail.com](mailto:moothallproject@gmail.com) providing:

- A copy of your CV
- Contact details for two referees
- A completed recruitment monitoring form
- A covering letter outlining why you would like to become a trustee and how your skills and interests are suited to the role.

The closing date for applications is **27 November 2018**.

Prospective trustees will be invited for an informal interview with the trustees, and if successful, will be invited to attend a meeting as an observer.

Appointments will be made subject to receipt of satisfactory references, which will only be taken up if an applicant is invited to become a trustee.

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, have 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.