

Tiverton Museum of Mid Devon life

ROLE DESCRIPTION FOR CHAIR OF TRUSTEES

Key responsibilities

To provide leadership for the board and work in partnership with the other trustees and Director to ensure that the museum has a clear vision, mission and strategic direction and that the Trustees and staff are focused on achieving these.

To ensure that the board of Trustees fulfils its duties and responsibilities for the proper governance of the charity.

To support the Director to achieve the charity's mission and to optimise opportunities to develop audiences and income

To lead the development plans of the museum which will underpin future sustainability

To develop strong productive relationships with key stakeholders and funders, including local authorities, in partnership with the Director, other trustees. and local authority representatives on the board

Duties and tasks to fulfil the key responsibilities

STRATEGIC LEADERSHIP

GENERAL

- To ensure that the Trustees govern the charity in the long-term interests of Tiverton Museum of Mid Devon Life
- To ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the Director and the Trustees.
- To advocate for the museum and communicate with key stakeholders and supporters.
- To ensure that policies set by museum support the vision, mission and strategic priorities and objectives.
- To ensure that museum considers and approves the methods for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets.
- To ensure that the staff team reports regularly to the board of Trustees on progress towards the strategic objectives, business and annual plans.

WORKING WITH THE MUSEUM DIRECTOR

- To support the Director to achieve the charity's mission.
- To provide support to and line manage the Director on behalf of the board, remembering that the Director is responsible to the board as a whole and not to any one individual trustee or sub-group of Trustees.
- To ensure that the Director's annual objectives are agreed and that they support the achievement of the strategic objectives/priorities.
- In partnership with the Director, to ensure that the board receives sufficient (neither excessive quantities nor too little) and timely information to make informed decisions.
- To hold the Director responsible for the quality of the board papers.
- To ensure that there are regular one to one meetings with the Director when the chair and Director can talk openly, discuss progress and problems, agree expectations of each other; plan the board's annual programme together and prepare for meetings together. There should be no 'surprises' between chair and Director at board meetings.
- To ensure that the Director receives regular, constructive feedback on their performance in managing the charity and in meeting their annual and longer term objectives. To ensure that the Director's performance is reviewed informally at regular one-to-one meetings throughout the year and more formally annually.
- To lead on the recruitment of future museum directors

GOVERNANCE

- To chair meetings of the board of Trustees.
- To ensure that the board of Trustees fulfils its duties and responsibilities for the proper governance of the charity
- To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development and its charitable objects.
- To ensure that the board's delegated authority is recorded in writing by means of terms of reference for board committees and sub-committees, job descriptions for honorary officers and key staff, reporting procedures etc.
- To ensure that the charity's financial dealings are systematically accounted for, audited and publicly available.
- To ensure that the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks without the charity becoming totally risk averse.
- To ensure that the charity has a satisfactory system for holding in trust or the beneficiaries moneys, properties and other assets and ensure that moneys are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
- To ensure that board decisions are made in the best, long term interests of the charity and that the board takes collective ownership of these decisions.
- To monitor that decisions taken at meetings of the board are implemented.

- In partnership with the Director to develop an annual programme of board meetings and board away days and ensure that relevant agendas and papers are prepared in good time for board meetings.
- To ensure the board of Trustees regularly reviews the charity's governance structure and the board's performance.
- To work closely with the board and the Director to ensure that the board has on it the skills it requires to govern the charity well, including leading on recruitment of new trustees, and that the board has access to relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for the recruitment or co-operation of Trustees, future chairs of the board and future Directors (with a view to succession).
- To ensure that all members of the board receive appropriate induction, advice, information and training (both individual and collective).
- To ensure that Trustees have a code of conduct and comply with it.
- In close consultation and in partnership with the Director to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media.
- To chair the Annual General Meeting for members, other general meetings and relevant conferences organised by the charity.

Note: Where the chair is expected to 'ensure' that something happens, it is not necessary for the chair to carry out the task him/herself but is responsible for making it happen.