

ROLE PROFILE – TRUSTEE

About The Salisbury Museum

At The Salisbury Museum we are committed to welcoming, inspiring and entertaining our diverse audiences by telling the story of Salisbury and the surrounding area – a unique landscape which has been the cradle of unparalleled human achievement for over half a million years.

We continually seek new ways to engage and collaborate with the broadest of audiences and partners. We use our expertise, creativity and passion, and the extraordinary breadth of our collections, to present contemporary experiences, displays, exhibitions and events which give context to the archaeological, historic and artistic riches of Salisbury and south Wiltshire.

The Salisbury Museum acts as a catalyst to understanding and learning about English history on many different levels, and to appreciating what is so special and significant about this landscape, and the lives of the people who have shaped it – and who continue to shape it today.

This is an exciting time for the museum. We are currently undergoing a £5 million redevelopment called Past Forward which will create new galleries dedicated to Salisbury's history, conserve our grade I listed building and create an engagement programme that will reach out to the local community. The project has been funded with a substantial grant from the National Lottery Heritage Fund.

The role of the board of trustees

To be a trustee of The Salisbury Museum is an engaging and fulfilling role. The role of a trustee is to ensure that the museum fulfils its duty to its beneficiaries and delivers on our ambition and values. The most effective boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The museum therefore welcomes interested applicants from all parts of the community and with a strong regional connection.

The trustee board will act as a group and not as individuals giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets. At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of the Salisbury Museum. On top of this, trustees will be available to support the internal team, when needed, and oversee the role of the Director. The board comprises a collective of experts with experience in differing fields who can add value to appropriate workstreams. The trustee board will always act in the best interests of the museum.

Who are the charity's trustees?

The board of the trust can consist of up to 20 trustees including a chair, honorary treasurer. There are also representatives from Wiltshire Council and the Dean and Chapter of Salisbury Cathedral who act as observers. At present there are nine trustees.

Salisbury and South Wiltshire Museum is an unincorporated charity. It is controlled by the Salisbury and South Wiltshire Museum Trust, a company limited by guarantee (no.1826436). The company is also a registered charity (no. 289850).

Remuneration

This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role, including travel to meetings, are reimbursed.

Location

The Salisbury Museum

Time commitment

Approximately two days per month. Trustees are expected to attend 12 Board meetings per year (currently on Tuesdays at 10am but this might change). Additionally, trustees are invited to attend and represent the museum at events, meetings and functions. The term for trustees is three years with the option for reappointment.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document – our memorandum and articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.

- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To appoint the museum Director and monitor his or her performance.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

Person specification – Trustee – Salisbury Museum

Each trustee must have:

- A commitment to the purpose and ambition of the Salisbury Museum.
- A willingness to meet the time requirement for being a trustee.
- A commitment to equality, diversity and inclusion.
- Integrity.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An ability to work effectively as a member of a team and to take decisions for the good of the museum.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

Experience

We are looking for individuals who are committed to our purpose, mission and values, have an interest in cultural heritage/museums/arts, and a connection to the Salisbury area. You don’t need to have a lot of board experience, and we would particularly welcome people from diverse backgrounds and with lived experience that

represent the diversity of our communities. Additionally, we're looking for people with specialist expertise in the following:

- Museums and/or heritage
- Marketing and PR
- Legal
- Fundraising