



Old Town Hall • Whittaker Avenue • Richmond • Surrey TW9 1TP
Telephone 020 8332 1141 • Email info@Museumofrichmond.com

ROYAL PATRON Her Royal Highness Princess Alexandra, the Hon. Lady Ogilvy, KG GCVO
PATRONS Anita Anand, Sir David Attenborough OM, Greville Dare,
Julian Lord Fellowes, Lady Annabel Goldsmith, Alan Lord Watson
CHAIR: Dr Nicola Mann • VICE CHAIR: Rose Barling • DEPUTY CHAIR: John, Lord Lee Of Trafford
MUSEUM CURATOR AND EXECUTIVE OFFICER: Gary A Enstone
LEARNING AND AUDIENCE DEVELOPMENT OFFICER: Victoria McGrath

The Museum of Richmond: Trustee Vacancies

The Museum of Richmond is looking to recruit three new members to the Board of Trustees who are responsible for the running of the Museum. Below is the role description and person specification.

Trustee Role Description

Responsibilities of a Trustee:

- To ensure that the Museum complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the Museum pursues its objectives as defined in its governing document
- To ensure the Museum applies its resources exclusively in pursuit of its objectives
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Museum, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- To safeguard the good name and values of the Museum
- To ensure the effective and efficient administration of the Museum
- To ensure the financial stability of the Museum
- To protect and manage the property of the Museum and ensure the proper investment of its funds
- To support the Chair with the appointment of staff
- To attend (in person) the four Board meetings per year and to participate in subgroups that may be set up

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve

- Scrutinising Board papers
- Leading appropriate discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise

Trustee Person Specification

- Commitment to the Museum
- Willingness to devote the necessary time
- Ability to work as a member of a team
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Upholding the principles of public life including selflessness, integrity, objectivity, accountability, openness and honesty

The Museum is looking for Trustees with particular skills as vacancies will arise during the year as a result of terms of office ending. However, we do welcome applications from people who have other skill sets as well.

Specialist skills we are currently looking for include:

- Fundraising and Grant Applications
- Digital Marketing
- Finance/Accounts
- Volunteer Management
- Secondary Education

Term of Office:

The role of the Trustee is voluntary, and the term of office is currently for 3 years, with a maximum term of service of 9 years.

Further details about the Museum and the role of the Board of Trustees can be found on the Museum of Richmond website www.museumofrichmond.com.

Process of Application:

- If you wish to apply for the post of Trustee of the Museum of Richmond, please return a completed application form and a CV to Dr Nicola Mann, Chair of the Board of Trustees at trusteemusofrich@gmail.com by 17th February.
- Application forms can be downloaded from: <https://www.museumofrichmond.com/get-involved/trustees/>
- If you wish to discuss the role of Trustee further then please contact, Dr Mann at the Museum of Richmond.