

WILTSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

TRUSTEE ROLE DESCRIPTION

The roles, responsibilities and tasks expected of a Trustee.

ABOUT US

The Wiltshire Archaeological and Natural History Society was founded in 1853 and is an independent charity. Our aim is 'inspire people to explore the archaeology, history and environment of Wiltshire'.

The Society runs the Wiltshire Museum in Devizes. The Museum has been Designated by Government, recognising the national importance of our collections. We are proud of our award-winning Prehistoric Wiltshire Galleries featuring Gold from the Time of Stonehenge. We welcome over 20,000 users to the Museum each year of which 8,000 are paying visitors, have an economic impact of £500,000 on the local economy, provide an invaluable learning and outreach programme for local schools and offer a range of events and activities for all ages and interests. These range from arts and crafts-based holiday activities for children to lectures and specialist conferences for adults.

We have almost 1,000 members across the country and the world and over 100 volunteers contribute more than 8,000 hours a year, undertaking roles such as welcoming our visitors and helping researchers in our Library and Archive. Our Wiltshire Archaeology Field Group conducts research, fieldwork and excavation to professional standards. We publish the latest archaeological and historical research in the County in our annual scholarly journal which is taken by many university libraries in the UK and abroad. Our important Library and Archive and our object collections are actively used by a wide range of researchers, including many post-graduates. All our collections are searchable online; we are active on social media and regularly appear in local and national media.

We work with a wide range of partners, including English Heritage and Salisbury Museum in the Stonehenge Museums Partnership, and with Poole Museum, Salisbury Museums and the Dorset County Museum as a member of the Wessex Museums Partnership, supported by Arts Council England.

We are currently developing our 5 Year Strategic Plan for 2019-2024.

As an independent charity, we are governed by a Board of Trustees. These include Trustees nominated by Wiltshire Council and Devizes Town Council, both of whom give us an annual grant. There are three full time and a number of part-time staff, equating to 7.5 FTE, including Director, Curator, Development Officer and Learning and Outreach Officer.

LEGAL POSITION

The Society is both a charity and a company limited by guarantee. Trustees are charity trustees and directors of the company. Applicants to become a trustee and existing trustees must not be disqualified from acting in these roles.

The responsibilities of charity trustees in respect of governance of the Society are detailed in Charity Commission guidance note CC3 'The essential Trustee'. All applicants and trustees are expected to have read and understood this note, keep abreast of changes in the law, and of Charity Commission guidance, and make sure that the Society complies.

ROLE DESCRIPTION

I. Legal duties

- i. ensure that the organisation pursues its objects as set out in the Articles of Association and understands the legal responsibilities of the Board of Trustees, to work in the interests of the Society and not for personal gain.
- ii. act at all times in the best interests of the charity.
- iii. make sure that the Society acts within the law as an employer and complies with appropriate legislation and manages its affairs reasonably and properly.
- iv. ensure that all money and assets are prudently managed and used in pursuit of the objects of the Society and that money is spent for the purposes for which it was given.
- v. ensure that the Society accounts for its activities to its funders, the Charity Commissioners, its members, the local community and others as required.
- vi. ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence.

2. Managerial

Vision and direction

- i. understand and be committed to the mission of the Society and ensure this is pursued.
- ii. ensure that the Society is effectively managed and gets its work done.
- iii. keep informed about the activities of the Society and wider issues, which affect its work. Engage in training as appropriate.

Financial duties

- iv. understand the financial information about the Society and ensure the finances are sound and properly managed and that resources are used efficiently and economically.
- v. make sure that the Society is properly insured against all reasonable liabilities.
- vi. make sure that any premises and equipment are properly looked after.
- vii. ensure that investments and cash balances are managed properly.
- viii. to ensure that any fundraising activity carried out by, or on behalf of, the Society is properly undertaken, and that all funds collected are properly accounted for and spent according to the charitable objectives.

As an Employer

- ix. ensure that the Society is a good employer.
- x. appoint the senior employee, and to be involved with the appointment of other staff as appropriate.
- xi. supervise and support the senior employee and ensure other staff and volunteers are properly supervised

Evaluation

- xii. monitor and evaluate the work of the Society on a regular basis. This includes receiving reports from staff, staff supervision, receiving feedback from clients, users and consumers and other interested parties. The staff in turn will ensure that the Board of Trustees have the correct information necessary for effective leadership of the organisation.

Being effective

- xiii. work with the other members of the Board to form an effective governing body for the Society and to annually elect the officers of the Board.
- xiv. attend meetings (usually 6 a year) and be properly prepared for them.
- xv. attend meetings of sub-committees or working groups as appropriate.
- xvi. participate in other tasks as arise from time to time, such as interviewing new staff, helping with appeals and fundraising, acting as ambassadors for the Society.

Person Specification

All trustees should be able to demonstrate:

- a willingness to devote the necessary time and effort and a commitment to the Society.
- high levels of personal credibility and leadership
- skills, knowledge and experience that would positively benefit the Society
- an ability to work effectively as a member of a team
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, accepting the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- links to relevant networks, e.g. business, professional, governmental

And will have:

- commitment to heritage, the community and Wiltshire
- a pragmatic approach to decision making with the flexibility to react effectively to changing circumstances.
- excellent communication skills, and to be able to represent the Society and Wiltshire Museum effectively in the public arena.

In addition to the above each Trustee should use any specific skills, knowledge or experience to help the Board make sound decisions and in particular take a pro-active interest in their particular areas of expertise.

The priorities for this year's recruitment are:

- *Marketing and audience development*
- *Project development*
- *Assisting with fundraising*

However, if you have skills other than these that you can offer please do get in touch.

Remuneration

The role is not accompanied by any financial remuneration but reasonable expenses incurred in the course of duties will be reimbursed.

Term of office

3 years with a possible reappointment of a further 3 years. Trustees are elected at the Annual General Meeting, held in October.

Time commitment

- A commitment of time averaging 2-4 hours per month will be needed but this will vary throughout the year and how involved you decide to become with events and committees.
- Trustees will also be expected to represent the charity at various advocacy events and in meetings with key stakeholders. Supporting the fundraising of the organisation will also be an important task for all.
- Currently six Board meetings are held every year at two monthly intervals. Meetings are presently held on Thursday evenings (commencing at 6.30pm). Other meetings may be required to maintain of a regular dialogue with other trustees, staff, members and volunteers.

How to Apply

Please use the application form and enclose a short CV if you wish.

Return to David Dawson, Wiltshire Museum, 41 Long Street, Devizes, SN10 1NS or email hello@wiltshiremuseum.org.uk