

Job Description

Position	Trustee
Organisation	Avoncroft Museum of Historic Buildings
Location	Avoncroft Museum, Stoke Heath, Bromsgrove, Worcs., B60 4JR
Type	Voluntary

Background

Avoncroft Museum of Historic Buildings is an independent charitable museum founded in 1963 following the rescue of a mid-15th century timber-framed house from Bromsgrove. The Museum was established to rescue and restore buildings threatened with destruction from the West Midlands region.

The Museum is a Company Limited by Guarantee and a Registered Charity. The Museum is governed by its memoranda and articles which set out the conditions of membership and the provision for a Council of Management (Trustees) to oversee the running of the Museum. The Museum Council, (is made up of nine trustees) elected by the Museum's members, serves in a voluntary capacity seeking election/re-election every three years with a maximum of three terms. The Council appoints a paid Director, who manages the Museum and appoints the paid staff body.

Overall Job Purpose

Avoncroft Council Members (Trustees) carry an important responsibility to manage the organisation of the charity to ensure it acts within charity law and delivers its objectives and enhances public trust and support. Trustees must embrace the charity's values and follow the key principles of good governance set out in the governing document and by the Charities Commission.

Members of the board are required under company law to understand their Council role and responsibilities collectively and individually in relation to:

- their legal duties
- their stewardship of the charity's assets
- the provisions of the governing document
- the external environment
- the total structure of the organisation and in terms of setting and safeguarding the vision, values and reputation of the organisation
- overseeing the work of the organisation
- managing and supporting staff and volunteers

Main Responsibilities

- To support and promote the work of the Museum
- To promote and develop the charity in order for it to grow and maintain its relevance to society.
- To determine the overall direction and development of the charity through good governance and clear strategic planning acting in the best interest of the charity, its beneficiaries and future beneficiaries at all times.
- To maintain sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- To ensure that the charity functions within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.

Note: Avoncroft is a registered charity and a limited company. Every Trustee is also a director of the company and has legal responsibilities and potential liabilities in each capacity.

General responsibilities

- To set the strategic direction of Avoncroft Museum and monitor its performance
- To ensure the Museum complies with its Memoranda and Articles of Association and all applicable legislation and regulations
- To ensure that Avoncroft pursues its objects as defined in the Articles and applies its resources exclusively in pursuance of those objects
- To ensuring the financial stability and the effective and efficient administration of Avoncroft
- To protect and manage the assets of the Museum and to safeguard the good name and ethos of Avoncroft
- To contribute to the formulation of the Museum's policy and to ensure its implementation

Specific duties

Collective

- To monitor the Museum's performance against the Avoncroft Strategic Plan
- To approve the Museum's annual budgets and to regularly monitor progress against them through the monthly operating statements
- To contribute to and approve the Museum's Annual Report and Accounts
- To appoint the Museum's Director and to monitor his/her performance

Individual

- To attend and play an active part in the Museum Council bi-monthly meetings
- To act as an advocate of the Museum, promoting Avoncroft in business, professional or social encounters
- To exercise due care and attention and use reasonable skill in dealing with Avoncroft Museum's affairs
- To use knowledge and experience to help the Trustees reach sound decisions
- To take the lead in activities where you individually have specific knowledge
- To avoid unauthorised conflict of interests
- To sit on or chair sub-committees as required

Eligibility

Applicants must be over the age of 18 years.

Applicants must not be disqualified from being a charity trustee.

Paid employees of the Museum, their immediate families, or owners and employees of companies who are paid to supply goods or services to Avoncroft Museum are not eligible to become Trustees of the Museum.