

Ruddington Framework Knitters Museum Trustee Role Description & Person Specification

The Role of the Board of Trustees:

Our Trustees play a vital role in making sure that Ruddington Framework Knitters' Museum achieves its core purpose – *to advance the education of the public by recording and preserving, interpreting and presenting to the general public the buildings, machinery, skills, living conditions, history and influence of the Framework Knitters*'.

The Trustees oversee the overall management and administration of the charity and are expected to engage proactively with our staff and volunteers. They also ensure that the organisation has a clear strategy and that our work and goals are in line with our vision of *'inspiring creativity through powerful stories of craft and graft'*.

Just as importantly, they support and challenge the Museum Management and Staff to enable Ruddington Framework Knitters' Museum to grow and thrive, and through this, achieve our goals.

Board members have a collective responsibility. This means that trustees should always act as a group and not as individuals.

Statutory Duties:

- To ensure that the organisation complies with its governing document (known as the constitution) and any other relevant legislation or regulations.
- 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 organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, regular reviews, 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 to ensure the proper investment of the organisation's funds.
- To ensure that key risks are being identified, monitored and controlled effectively including insurance against all reasonable liabilities.
- To declare any conflict of interest while carrying out the duties of a board member.
- To keep abreast of any activities of the organisation, changes in the operating environment and wider issues which affect its work.
- To appoint and support the employees and monitor their performance.
- To contribute to the broader promotion and represent the charity at functions and meetings as appropriate.

What we are looking for

As a small charity, there will be times when the Trustees will need to be actively involved beyond attendance at Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or supporting staff on issues in which the Trustee may have special expertise.

Above all, we are looking for people willing to participate in an active way; to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of composition and thinking of our board.

Listed below are some areas which we are currently seeking to develop within the organisation. There are opportunities for people with relevant interests and or skills to play a leading role in one of the following aspects of the governance of the museum:

- Health & Safety leadership, including risk assessment.
- Equality, diversity and inclusion
- Finance (Assistant Treasurer role).
- Museum development, including writing grant funding applications.
- The conservation/management of heritage buildings.
- Museum or library collections management & care.
- Improving our provision for families, particularly those provisions aimed at young children and teenagers.
- Accessibility, including improving our access provisions for people with physical and/or mental health challenges and designing/running programmes to involve them more in museum activities.
- Social prescribing
- Textile industry expertise, particularly relating to knitting

Person Specification

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to always act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of Appointment

Terms of office

- Trustees are appointed for a 3-year term of office.

- Retirement by rotation is accepted within the Charity's governing document and a Trustee can be reappointed if they are eligible and willing – this must be proposed and seconded by another Trustee or voting member at the AGM.
- This is a voluntary, unpaid position, but in certain circumstances expenses may be reimbursed subject to prior agreement.
- Trustee Indemnity insurance cover is provided.

Time commitments

- Attending 6 Board meetings per calendar year. Currently meetings are held at 19:00 on the third Monday of every second month, attendance may be either in-person at the museum premises or via Zoom.
- Attending annual strategy planning day and other relevant training as appropriate.

Sub-Committee membership

- Ad-hoc and occasional support through membership of working groups and / or sub-committees providing practical support to the Museum Staff and volunteers.