

ADVERTISEMENT

Trustees – The Stained Glass Museum

Deadline: Friday 1 September 2017

The Stained Glass Museum (charity no. 1169842) is currently recruiting Trustees to join its governing board. This is a voluntary role. We are looking especially for individuals with professional experience in any of the following areas:

- fundraising
- development
- marketing / retail
- museums
- HR
- IT
- education

Experience of working in a similar committee or charity is not essential but may be useful. Knowledge of stained glass and/or museums is not required for this role, although an interest in art and heritage is desirable.

This is an exciting opportunity to develop and utilise your skills to help run a successful small museum and take part in shaping its future development.

About the Museum

The Stained Glass Museum is a unique independent museum located in the south triforium of Ely Cathedral. It has a national collection of stained glass panels from the 13th to 21st centuries, as well as designs, materials and tools associated with making stained glass. The Stained Glass Museum is open to the public seven days a week throughout the year and currently attracts more than 26,000 visitors annually.

The museum is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) and His Royal Highness, the Prince of Wales, is Patron of the museum. The museum is managed by a full-time Curator and small team of part-time staff supported by volunteers.

For more information and to view the Museum's annual reports see http://stainedglassmuseum.com/about_gov.html

About the Board

Trustees meet a minimum of four times a year (usually in Ely, Cambridgeshire but occasionally in London), on a weekday. The Board currently has seven members – see <http://stainedglassmuseum.com/Trustees.html>

To find out more about the role and responsibilities of Trustees please see **Roles and Responsibilities of Trustees** (below). You may also like to look at [The Essential Trustee Guide](#) from the Charity Commission.

For an informal chat please contact either the Chairman of the Board, Dr Jeffrey West, chairman@stainedglassmuseum.com, tel: 01371 820526 or the Museum Curator, Dr Jasmine Allen, curator@stainedglassmuseum.com, tel: 01353 660355

Deadline: Friday 1 September 2017

To apply: Please send expressions of interest together with a C.V. to: Dr Jeffrey West, Chairman, chairman@stainedglassmuseum.com or by post to Dr Jeffrey West, Chairman of the Board, The Stained Glass Museum, South Triforium, Ely Cathedral, Ely, CB7 4DL

The Museum's Statement of Purpose

The Stained Glass Museum believes strongly that stained glass forms an important part of our cultural and artistic heritage, and is committed to raising the profile of the medium as an historic and contemporary art form. The Stained Glass Museum exists to collect the finest representative examples of stained glass and associated materials, of all periods.

The Stained Glass Museum aims to develop its role as a leading national centre for the display, research, interpretation, and enjoyment of stained glass for all, while safeguarding and enhancing its collections for the benefit of future generations.

All Trustees - Roles and Responsibilities

Trustees will contribute to the governance of the Museum.

The statutory duties of a Trustee are:

- to ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that the organisation pursues its objects and acts within the powers defined in its governing document
- to ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- to exercise reasonable care, skills and judgment
- 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 review major risks and making provision for the organisation to respond appropriately
- to ensure the effective and efficient administration of the organisation
- to ensure the financial stability of the organisation
- to protect and manage the property and collections of the charity and to ensure the proper investment of the charity's funds
- if the charity employs staff, to appoint the chief executive officer and monitor his/her performance
- to abide by the Museums Association Code of Ethics for Museums

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:

- actively pursuing The Stained Glass Museum's aims and objectives as set out in the Forward Plan
- scrutinising board papers and policy documents
- counter-signature on charity cheques and documents
- focusing on key issues
- leading discussions
- providing guidance on new initiatives
- sitting on appraisal, recruitment, grievance and disciplinary panels as required

Trustees are also encouraged to attend Museum's activities and events where appropriate.