

ADVERTISEMENT

Trustees – The Stained Glass Museum

Deadline: Friday 27 January 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:

- finance
- development
- business
- HR/legal
- education
- marketing
- retail
- museums

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 four times a year (usually in Ely, Cambridgeshire but occasionally in London), on a weekday. The Board currently has six 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

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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.

Chair – Roles and Responsibilities

Providing effective leadership for the board in the fulfilment of its governance duties and the responsibilities of the organisation including:

- chairing Trustees' Meetings
- ensuring new trustees receive adequate induction upon taking a trustee role
- leading Trustees in setting the vision and future plan for the Museum
- ensuring the Board adherence to the mission, values, strategy and governance of the Museum
- ensuring there is no conflict of interest among members of the board and its staff/volunteers
- leading the process of appraising the performance of the Curator
- sitting on appointment and disciplinary panels when appropriate
- lead on trustee recruitment, induction and training
- lead on assessment and improvement of organisation's governance and Board performance

In addition the Chair will assist the Curator in:

- planning the annual cycle of board meetings
- setting agendas for board meetings
- monitoring the implementation of decisions taken at meetings representing the organisation at functions, and meetings
- liaising with the Curator to develop the board of trustees

As per the constitution, the chair also has a casting vote in the case of an equal vote on a decision

The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair.

Treasurer - Roles and Responsibilities

The overall role of a Treasurer is to:

- maintain an overview of the organisation's financial affairs
- monitoring and reporting its financial viability
- presenting annual accounts for the board's approval in compliance with statutory requirements
- ensuring that proper financial records are kept and procedures are followed by the board and its workforce.

Duties of the Treasurer

- overseeing, and presenting budgets for the board's approval (in conjunction with the Curator and other relevant members of staff)
- monitoring accounts and financial statements
- ensuring that the charity has an appropriate reserves policy
- ensuring that appropriate accounting procedures and controls are in place
- liaising with the Curator and Finance & Office Manager about financial matters
- ensuring that the financial resources of the organisation meet its present and future needs
- advising on the financial implications of the organisation's strategic plans
- ensuring that the charity has an appropriate investment policy
- ensuring that there is no conflict between any investment held and the aims and objects of the charity
- ensuring the organisation's compliance with legislation
- ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies
- if external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- keeping the board informed about its financial duties and responsibilities
- making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- acting as one of the counter-signatories on the Museums cheques and any application for funds as required.

Secretary - Roles and Responsibilities

The overall role of a secretary is to:

- ensure that committee meetings are properly administered.
- ensure other meetings, such as the AGM, and events are properly administered.
- take minutes of Trustees meeting
- keep membership records up-to-date (unless there is a membership secretary as well).
- monitor committee member action points.

Specific duties of the Secretary:

- plan and prepare the committee meetings and the AGM with others as appropriate.
- planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
- drawing up agendas together with the Chair and Curator.
- minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate. make arrangements for any necessary reporting to be done. For example the annual report to members.

Qualities

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.