

ADVERTISEMENT

Trustees – The Stained Glass Museum

Deadline: 3 April 2020, Midday

The Stained Glass Museum (charity no. 1169842) is currently recruiting Trustees to join its governing board.

This is an exciting time to join the Board of Trustees, since the museum is currently developing a strategic future plan to ensure the Stained Glass Museum can be more accessible and resilient in the future. This plan is emerging from a two-year project entitled '[Windows onto the Future](#)' (spring 2018-spring 2020) funded by the National Lottery Heritage Fund grant through the Resilient Heritage scheme.

This is a voluntary role. We are looking especially for individuals with professional experience in any of the following areas:

- HR/Legal
- Capital Development Projects
- Development & Fundraising

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 Board

Trustees meet approximately five 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.

Deadline: 3 April 2020, Midday

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

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;
- discussion, and scrutinisation of board papers, financial, investment and policy documents;
- counter-signing on payments, cheques and other official documents;
- focusing on key issues and 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 possible.



THE STAINED GLASS MUSEUM

About The Stained Glass Museum

The Stained Glass Museum is a unique independent and fully accredited 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 20,000 visitors annually. The museum also engages with more than 1,500 children through its learning programme.

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. The museum's annual turnover is around £200,000 per annum. For more information and to view the Museum's annual reports see http://stainedglassmuseum.com/about_gov.html

Vision

We exist to encourage the discovery, appreciation, enjoyment and preservation of historic and contemporary stained glass.

Values

- Being a well-managed, accessible, inclusive and effective organisation
- Developing a place for inspiration, enjoyment and enrichment
- Providing a high-quality service and visitor experience
- Ensuring that learning is at the centre of all that we do and aspire to

Mission

- We seek to create multiple opportunities to see and experience, learn and create stained glass in a unique environment.
- We exist to excite and inspire, to enrich lives, and provide a memorable experience for generations of visitors.
- We aim to keep the inspiration and appreciation of stained glass alive in the 21st century and beyond; to make stained glass accessible and relevant to diverse and changing audiences and their needs.
- We will work with partners in various sectors to actively promote the art of stained glass in Britain; to share knowledge and skills, and to provide a bridge between existing artistic and heritage organisations and the public.