

A GREAT OPPORTUNITY - JOIN US AS A TRUSTEE FOR THE MUSEUM OF THE BROADS

The Museum of the Broads is a charitable organisation controlled by a Board of Trustees, which meets six times a year.

The current trustees are:

- Geoff Evans(Chair)
- Caroline Male (Vice Chair)
- David Talbot (Finance Director)
- Robert Paul (President)
- Pamela Masters (Vice President)
- Sally Kirwan
- Trevor Bone

The museum is seeking three new additional trustees to assist and advise as they seek to grow and develop the museum. All applicants are welcome, but we especially encourage applications from those with experience in fundraising, customer experience and development. Experience of museums is not necessary, but a commitment to be actively involved and the ability to contribute towards the delivery of the strategic aims of the museum with time, energy and skills are a must. Recent business experience would be very useful. The role is voluntary and unremunerated.

If you would like to learn more about the museum and how we work, please email the Curator Nicola Hems at curator@museumofthebroads.org.uk with your phone number and one of our Trustees will contact you for a face to face look at the museum and a chat.

ROLE PROFILE

1. About the Museum of the Broads

The Museum of the Broads was established 25 years ago and is the only Museum of broadland life. It is open from March through to the end of October and welcomes around 8000 visitors every year.

The Museum has over 5000 objects covering all aspects of the formation of the Broads,, industry, characters, wildlife, both World Wars, transport and of course boats. It also operates a Victorian Steam launch on Stalham dyke.

They aim to tell stories through various forms of mediums including interactive presentations. They also include a number of activities for children to understand the story.

The Museum is managed by a paid Curator and supported by an Admin Assistant. The Volunteers cover various tasks including Documentation,

Customer facing on reception, Maintenance, Engineering and helming of the steam launch, Marketing, Health and Safety and Volunteer management.

Situated in historic Stalham State the museum is made up of 4 separate buildings and an outside riverside space with moorings. 2 of the buildings date back to the 1800s and were used for storage of goods delivered by Wherries.

2. Vision

The vision of the Museum of the Broads is to ensure that Broadland's story is preserved, interpreted, displayed and made accessible to all.

3. Mission

The mission of the Museum of the Broads is to Bring the Story of the Broads alive.

4. The Museum's future plans

The Museum has successfully applied for a grant for a covered electric Trip Boat and new engine for the Victorian Steam Launch. This is a major game changer for the museum to a bigger player in Broads Tourism. This will mean it will be able to take disabled visitors and also operate boat trips when it is cold or it rains. The Museum is also looking at other opportunities to expand hence their interest in appointing a Trustee with Fund Raising experience.

The museum is keen to increase working with the Broads Authority and Broads Tourism and have applied to work with them on developing the National Park experiences.

They have recently joined Green Tourism and are working hard to improve their green footprint. This will also help towards their commitment to improve the overall customer experience.

APPLICATION PROCESS FAQs

1. Governance structure

The Museum is a charity which is governed by the Trustees.

The charitable purpose is the conservation of the Museums's collection in perpetuity, to preserve, record and illustrate the history of the Norfolk and Suffolk Broads. The focus is on people's relationship in the discovery, development and exploration of the local area. The Museum will encourage visitors to enable with the collection, and be inspired and helped to discover local heritage.

The Board of Trustees has overall responsibility for the museum and ensuring that it delivers to the vision and meets its statutory and legal responsibilities. The Trustees come from a variety of different backgrounds some also heading up other roles within the museum such as heading up teams. Some of the Trustees have been involved in the museum since its inception whilst others have only been involved for a few years.

Who can be a trustee?

Membership of the Board of Trustees is open to all adults over 18, unless you:

- Have an unspent conviction for an offence involving dishonesty or deception (e.g. fraud).
- Are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor.
- Have been removed as a company director or charity trustee because of wrongdoing. The museum will actively encourage applications from those who are traditionally under- represented in such roles, and will aim to ensure that our organisation is reflective of our local community. The most desirable qualities in a trustee are a commitment to the museum, and the ability to contribute towards the delivery of the strategic aims of the museum.

Key expectations of trustees:

- To attend meetings and other appointments – actively engage in discussions and decision-making processes.
- To prepare fully for meetings and all work for the organisation – read papers, query unclear or difficult items, and think through issues in good time before meetings.
- To actively engage in respectful discussion, debate, and voting in meetings – contribute positively, listen carefully, challenge sensitively.

- To act jointly and accept a majority decision – make decisions collectively, stand by them and not act individually unless specifically authorised to do so.
- To work considerately and respectfully with all – respect diversity, different roles, and boundaries, and avoid causing offence.
- To respect confidentiality – understand what confidentiality means in practice for an organisation, its board and the individuals involved.
- To develop a sound and up to date knowledge of the museum – understand how the museum works and the environment within which it operates.
- To contribute – come forward where possible and offer the benefit of your expertise to supporting the museum’s mission.
- To take advice – to seek and consider professional advice on anything in which the trustees do not have expertise themselves.

Primary tasks:

- Ensure that the museum’s assets held in trust are applied to the charitable objectives.
- Be collectively responsible for the success of the museum: set the strategic aims of the museum, ensure that necessary resources are in place to meet objectives and monitor performance.
- Define the values and standards of the museum, including the mission statement and policies.
- Once the board has agreed on strategy and policies, it defers responsibility for execution to the Management committee and assumes a monitoring and supporting role, challenging and supporting the

museum's Curator and management team.

- Scrutinise the performance of management in meeting agreed goals and objectives and ensure that the museum's controls and systems of reporting are robust.

Secondary tasks:

- Ensure transparency and accountability in the museum's activities being mindful of the support from public funds.
- Review and approve the business plan once a year.
- Review and approve the Forward Plan proposed by the Curator
- Regularly review and approve risk management to ensure that it reflects changes inside and outside the organisation.

What is the Museum looking for in new Trustees?

The Museum is moving into a different phase of development having spent a time over the last few years improving its profile. It has been very successful recently with grants. It is working a lot closer with the Broads Authority and new opportunities have been presented with both the successful Trip Boat grant and possible expansion plans.

As a result of this the Museum is looking for someone with fund raising experience, current/and or recent business skills or customer experience skills to complement and add to the existing levels of Trustee skills. They need people with energy who will have the ability to contribute to the delivery of our new projects and take the museum forwards.

The customer proposition is key to the future and we are keen to recruit someone with a customer experience background who can help drive this forwards both within the museum and also via our online proposition.

Person Specification:

It is essential that trustees should:

- Have the ability to think strategically and creatively, demonstrate objectivity, good judgement and analytical ability.
- Be willing to learn.
- Have good communication, team-working and interpersonal skills.
- Be tactful, diplomatic and able to build relationships.
- Be fair, impartial and open to new ideas.
- Access to transport to be able to attend meetings both at the museum and nearby in the evenings.
- Active e-mail user.

It is desirable that trustees have:

- An interest in Broadland history, change and in developing the museum to the next stage
- A strong personal network
- A personal commitment to giving.

How much time does it take up?

The Board meets once every two months for formal meetings which last around 2 hours. The museum also has two strategy sessions per year which would also last around 2 hours. In addition, there is at least one social event in the museum calendar for volunteers which Trustee attendance is encouraged. The museum has embraced other methods of communicating and in certain circumstances it may be possible to attend via Skype.

In addition to formal meetings, trustees are encouraged to take a deeper interest in an aspect of the museum's workings.

Trustees commit to serving a term of three years, which can be renewed.

Can I talk to someone about becoming a trustee before I apply?

If you have any questions or would like to talk to one of the existing trustees before you apply, please contact Nicola Hems at curator@museumofthebroads.org.uk with your phone number and one of the Trustees will contact you and arrange a face to face discussion and visit.

How to apply

To register your interest please email Nicola Hems at curator@museumofthebroads.org.uk providing:

- A copy of your CV
- Contact details for two referees
- A covering letter outlining why you would like to become a trustee and how your skills and interests are suited to the role.

The closing date for applications is **01 November 2018**.

Prospective trustees will be invited for an informal interview with 2 trustees, and if successful, will be invited to attend a meeting as an observer.

Appointments will be made subject to receipt of satisfactory references, which will only be taken up if an applicant is invited to become a trustee. Prior to being formally appointed, applicants will need to confirm that they are eligible to be a trustee by signing the Charity Commission's Trustee Declaration of Eligibility form .