



Volunteering with the Museum of Richmond: Chair of the Board of Trustees

The Museum of Richmond tells the story of Richmond from prehistory, through its rise in prominence as a royal residence in the medieval period to its modern status as a centre of the arts and fashion. We care for and give access to the rich history of Richmond through our permanent displays, temporary exhibitions, learning workshops and events programme.

Why does the Museum of Richmond need your support?

The Board of Trustees of the Museum are looking to recruit a new Chair to lead the Board and the Museum in its next phase of development.

What will you be doing?

- The Chair is a voluntary role, key in leading the Board of Trustees, ensuring that the museum is well governed and shaping its future direction and development in line with its current five year strategy.
- As a Trustee of the Museum, you will promote one of London's most historic areas and help the residents of, and visitors to, Richmond understand more about the fascinating history of the town and its surrounding areas.
- You will be part of an active team of trustees, staff and volunteers who work together to ensure the Museum meets its charitable aims of preserving, interpreting and communicating the material evidence of Richmond's past for the public's benefit, education and enjoyment.

The Chair's responsibilities are to:

- Ensure that the museum is well governed and that it operates in line with its Memorandum and Articles of Association, company and charity law, and with any other relevant legislation and best practice.
- Lead the Board in directing and monitoring the delivery of the museum's current five year strategy, and in setting and evaluating clear, relevant and ambitious objectives.
- Chair and facilitate Board meetings effectively and ensure that all decisions are taken in the best interest of the museum.
- Lead the Board in evaluating and improving its effectiveness and operation.
- Ensure that all trustees are fully engaged, contribute to meetings and support the work of the museum.
- Support the recruitment, selection and appointment of trustees to the Board and ensure that the development and training of trustees is appropriate and effective.
- Develop a positive and productive working relationship with the Curator, provide support and guidance as appropriate, and conduct annual performance reviews.
- Ensure that strategy and operations protect the museum's financial sustainability and assets, and, liaising with the Treasurer and Curator, maintain careful oversight of its financial performance and viability.
- Liaise with the Councillors and officers of the London Borough of Richmond upon Thames as a key supporter and grant funder of the museum.
- Act as an ambassador for the museum, leading advocacy work with stakeholders, acting as spokesperson where appropriate, representing the museum at events, and supporting the Curator and staff to raise the museum's profile.

What qualities, skills and experience do you need?

- An enthusiasm for the museum and strong commitment to its purpose.
- Ability to think strategically, focussing on key issues, whilst also understanding and supporting the practicalities of operating an independent charitable museum.
- In-depth understanding, and, ideally, first-hand experience, of what constitutes best practice in charity governance.
- Ability to inspire and lead a high performing Board and to build a close and productive relationship between Board members and the Curator and staff team.
- Ability to harness the diverse views and contributions of every Board member in an inclusive and supportive manner.
- Financial acumen, both in terms of understanding financial performance and trends and of strengthening and diversifying income streams
- Ability to demonstrate experience of identifying and engaging stakeholders, e.g., local councillors, funding groups etc.
- Ability to build on existing networks and to act as an ambassador for the museum.
- An understanding of the wider policy context in which the museum operates, including the heritage sector.
- An understanding of the challenges facing the Museum sector and charities.
- Knowledge of Richmond upon Thames and its communities would be advantageous but is not essential.

How much time will you be expected to give and when?

In addition to the duties as a Trustee, the role will entail approximately 8-10 hours a month.

What can you expect from us?

- To be treated fairly and with respect.
- To be recognised and appreciated for your contributions.
- To have an enjoyable experience in a fascinating environment.
- To be provided with training as needed, including familiarisation with the site and staff, Health and Safety, and the Museum's displays and temporary exhibitions.

What will we expect from you?

- To provide strategic leadership for the Museum of Richmond, as outlined in this role description.
- To work closely with and maintain positive working relationships with the rest of the Board of Trustees.
- To support the Curator and Learning Officer in their work at the Museum.
- To understand and follow our policies and procedures, including but not limited to health and safety, security and evacuation procedures.

How do I apply for the role of Chair?

- Please send an email to trusteemusofrich@gmail.com for an application form.
- Application forms and a CV must be returned to: trusteemusofrich@gmail.com
- If you wish to discuss the role of Trustee further, contact: trusteemusofrich@gmail.com