



Museum of Richmond
Recruitment of the Chair of Trustees
Information Pack
March 2023



Museum of Richmond

The origins of the Museum date to the early 1980s, when a group of local residents under the leadership of John Cloake, a local historian, worked together to found the Museum. It's home is in the Old Town Hall, opened in 1893, in the centre of Richmond where it provides free access to the community and all visitors to Richmond.



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 cultural centre of south west London. We care for and give access to the rich history of Richmond through our permanent displays, temporary exhibitions,

learning workshops and events programme. We have a strong online presence and have charted a successful path of recovery since the coronavirus pandemic of 2020.

The Museum is supported through a core funding grant by the London Borough of Richmond upon Thames, Benefactors, Friends, local businesses and other grant funding bodies who support our exhibitions and activities e.g Richmond Parish Lands Charity, National Lottery Heritage Fund.



We are an Accredited Museum, with two full-time professional members of staff supported by a large group of volunteers and governed by a Board of Trustees. Further details about the many activities in the Museum and the role of the Board of Trustees can be found on the Museum of Richmond website www.museumofrichmond.com.





Recruitment of Chair of the Board of Trustees

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.

Chair role description:

Role summary

The Chair plays a key role 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.

The role is voluntary and in addition to the duties as a Trustee, the role will entail approximately 8-10 hours a month on average.

Main responsibilities of the Chair:

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.

Chair: person specification

We are seeking applications from suitably qualified and experienced people who can demonstrate:

- 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.



Applications

Further details about the Museum and the role of the Board of Trustees can be found on the Museum of Richmond website www.museumofrichmond.com.

Process of Application:

If you wish to apply for the post of Chair of the Board of Trustees of the Museum of Richmond, please send an e mail to trusteemusofrich@gmail.com for an application form. Application forms and a CV must be returned to Hilda Clarke, Chair of the Board of Trustees at trusteemusofrich@gmail.com by **6 April 2023**.

Interviews will be held at the Museum on **Monday 17 April**.

If you wish to discuss the role of Trustee further then please contact, Hilda Clarke at the Museum of Richmond.