



Volunteering with the Museum of Richmond: Voluntary 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.

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.

Why does the Museum of Richmond need your support?

- The Museum of Richmond is looking to recruit new members to the Board of Trustees who are responsible for the running of the Museum.
- The museum is looking for trustees with particular skills as vacancies will arise during the year as a result of terms of office ending.
- However, we do welcome applications from people who have other skill sets as well.
- Roles that will be available as terms of office come to end currently include: Education Advisor, Treasurer and Curatorial Advisor.
- We are also looking to recruit a new Chair of Trustees. For the specifics of this role, please visit: <https://www.museumofrichmond.com/get-involved/jobs/>

What will you be doing as a Trustee?

- Ensuring that the museum complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that the museum pursues its objectives as defined in its governing document.
- Ensuring the museum applies its resources exclusively in pursuit of its objectives.
- Actively contributing to the board of trustees' role in giving firm strategic direction to the museum, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguarding the good name and values of the museum.
- Ensuring the effective and efficient administration of the museum.
- Working to ensure the financial stability of the museum.
- Protecting and manage the property of the museum and ensure the proper investment of its funds.
- Supporting the chair with the appointment of staff.
- Attending the four Board meetings per year and to participate in subgroups that may be set up.

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

- Scrutinising board papers.
- Leading appropriate discussions.

- Focusing on key issues.
- Providing guidance on new initiatives.
- Other issues in which the trustee has special expertise.

What qualities, skills and experience do you need?

- Commitment to the museum
- Willingness to devote the necessary time
- Ability to work as a member of a team
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Upholding the principles of public life including selflessness
- integrity, objectivity, accountability, openness and honesty

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

The role of the Trustee is voluntary, and the term of office is for 9 years

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 help support the Chair of the Board in providing 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 Trustee?

- Please send an e mail 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

This document is intended as a guide to volunteering at the Museum of Richmond and is not legally binding