

Wessex Museums

Trustee Recruitment Pack

June 2024

Welcome

Thank you for your interest in becoming a trustee. This guide for prospective trustees outlines the work of Wessex Museums Trust, explains what it means to be a trustee, and provides information on how to apply.

The Wessex Museums Trust is seeking a new independent trustee to join the Board as Finance Lead. The role of the Finance Lead is to maintain a strategic overview of the Trust's finances.

We are seeking applicants with a strong regional connection who can provide diverse perspectives. We welcome applications from all sections of the community and would particularly encourage applicants from ethnic minority and lower-socio economic backgrounds, which are currently underrepresented on our Board of Trustees.

We have included information in this pack which we hope will encourage you to apply. If you would like to have an informal conversation or require any adjustments to the application process, please get in touch. Contact information is located on the final page.

Our Partners

Dorset Museum & Art Gallery
Lydiard House Museum
Museum & Art Swindon
Poole Museum
STEAM - Museum of the Great Western Railway
The Salisbury Museum
Wiltshire Museum

About Wessex Museums Trust

Wessex Museums is a partnership of museums which best tell the stories of Dorset and Wiltshire from prehistoric times to the present day – Dorset Museum & Art Gallery, Poole Museum, The Salisbury Museum, Swindon Museums and Wiltshire Museum.

Wessex Museums Trust exists to build the resilience and relevance of the partner museums and our vision is: Museums thriving through collaboration. Our [partnership charter](#) sets out our mission and values as an organisation.

The partnership formed the Wessex Museums Trust, a Charitable Incorporated Organisation, in January 2017 to support the accredited museums in Dorset and Wiltshire for the benefit and education of the public. We work together through a B2B relationship to seek ways to add value to our partner museums and share the stories of the Wessex region.

Wessex Museums (and its constituent museums) is an Arts Council England National Portfolio Organisation (NPO) 2023-26, and as such is currently delivering an ambitious collaborative programme. The Wessex Museums Trust is responsible for the governance of the NPO programme and ensuring that the partnership delivers on its funding agreement with Arts Council England. Activity included in our NPO programme is outlined in our strategic plan 2023-26, visit our [Our Mission](#) web page to find out more.

The role of the Board of Trustees

To be a trustee of an organisation is an engaging and fulfilling role. The role of a trustee is to ensure that the Wessex Museums Trust abides by its [partnership charter](#) and fulfils its charitable objectives. The Trustee Board must always act in the best interests of the Wessex Museums Trust and must act as a group and not as individuals.

Diversifying our Board

We recognise that the most effective boards are ones which benefit from the lived experience of individuals from a diverse range of backgrounds, experiences and skill sets. Our [Equality, Diversity and Inclusion Framework](#) and action plan sets out our commitment to creating a diverse board that includes multiple perspectives and reflects the diversity of our region. We are specifically seeking trustees from communities currently underserved by our partner museums and who are underrepresented on our Board of Trustees.

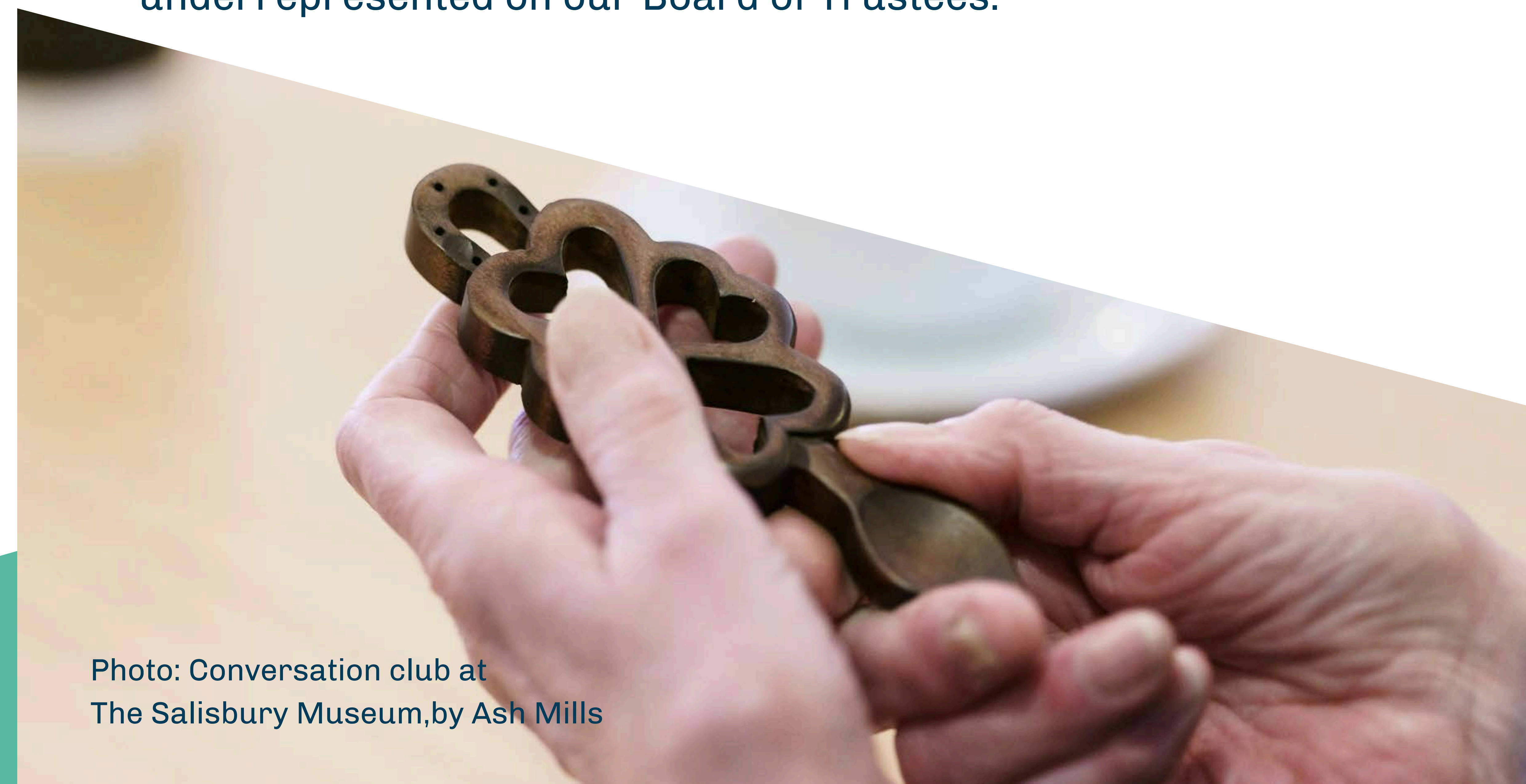


Photo: Conversation club at
The Salisbury Museum, by Ash Mills



The Wessex Museums Trust Charity Board of Trustees is comprised of:

- Five nominated trustees, one from each of the partner museums
- Five appointed trustees, including the Chair, finance lead and three further trustees.

Remuneration

This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role, including travel to meetings, are reimbursed.

Location

The partner museums in Dorset and Wiltshire.

Time commitment

Trustees are expected to attend six board meetings per year, half are currently conducted online on Teams, the other half in person alternating around the museum locations. Additionally, trustees are invited to attend and represent the charity at partnership events, meetings and functions.

Term

The term for trustees is three years with the option for reappointment.



Each trustee must have:

- A commitment to the purpose, values and mission of the Wessex Museums Trust
- A willingness to meet the time requirement for being a trustee
- A commitment to equity, diversity and inclusion (EDI)
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind and contribute their skills and experience
- Integrity
- Strategic vision
- An ability to work effectively as a member of a team and to take decisions for the good of the Wessex Museums Trust
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - known as the constitution
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are
- 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
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor their performance
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To safeguard the good name and values of the organisation.

In addition, with other trustees, to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge and experience to help the Board make good decisions.



Photo: The hidden history of John Brown installation ,
Dorset Museum

The role of the Finance Lead

The role of the Financial Lead is to maintain an overview of the Trust's financial position and of the conduct of its financial affairs such that they provide well-grounded advice to the board. WMT employs an independent accountancy firm to prepare the charity's accounts and to support the financial operations of the charity, so this role is focused on the strategic oversight.

Main duties:

- Guiding and advising the board about its financial duties and responsibilities and in the approval of budgets, accounts and financial statements, within a relevant financial policy framework.
- Ensuring that appropriate and effective financial measures, accounting procedures and controls are in place, which are appropriate for the charity.

Main duties continued:

- Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal.
- Liaising with the CEO about financial matters, including procurement and occasional payment approvals.
- Liaising with the charity's auditors where appropriate.

Experience

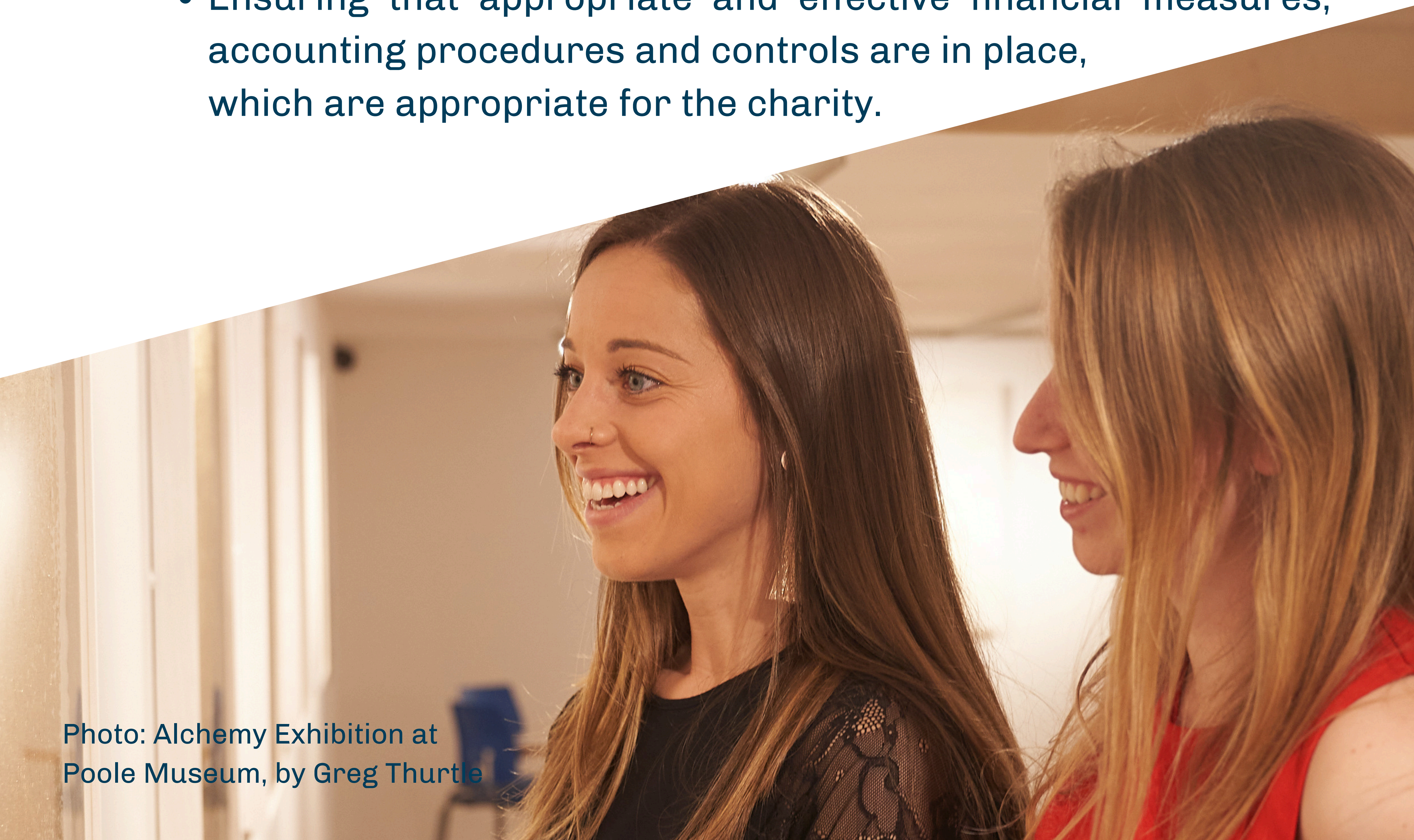
Individuals are sought who have a range of experience, skills, and expertise, an interest in cultural heritage/museums/arts, and a connection to the Wessex region.

In particular for the role of Finance Lead, the following experience would be advantageous:

- Financial / accountancy qualifications and experience
- Experience of charity finance, procurement and fundraising
- The skills to analyse proposals and examine their financial consequences
- Business development and enterprise skills.

Following a skills audit of current trustees the board collectively would also benefit from skills and experience in the following areas:

- PR/Communications
- Digital



How to Apply

Please submit your application by sending the following to hello@wessexmuseums.org.uk, with the subject TRUSTEE, by 10am on Monday 2nd September 2024:

- CV outlining relevant experience (no more than two sides of A4)
- Equal Opportunities Form.
 - This form will be treated confidentially and detached from your application to ensure anonymity.
- An expression of interest in the trustee role to include what knowledge, skills, and experience you would bring to the role and what you personally hope to gain by becoming a trustee of Wessex Museums Trust. This can take the form of:
 - A written letter (no more than two sides of A4)
 - A film or audio recording (up to 5 minutes length)
 - A visual representation (this could be a collage, PowerPoint, mindmap, etc)

If sending an audio or video file please send via WeTransfer to the above address.

If you want to arrange an informal conversation before applying for the trustee role, please contact Gill Donnell (Chair) via email chair@wessexmuseums.org.uk.

Once applications have been reviewed, we will invite suitable candidates to interview on 16 September. The panel will include current trustees, and the CEO. Prior to the interview a list of discussion points will be shared with you.

Thank you for your interest in the trustee role. For further information about Wessex Museums visit wessexmuseums.org.uk. To see our latest achievements read our [impact report](#). To understand our approach to equality, diversity and inclusion, read our framework and [action plan](#).

For questions and informal conversation please contact Gill Donnell (chair), chair@wessexmuseums.org.uk. To submit your application email hello@wessexmuseums.org.uk.

**Wessex
Museums**
Sharing • Collaborating • Enhancing



wessexmuseums.org.uk



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