

Haslemere Educational Museum

Candidate Brief



Trustees, Haslemere Educational Museum

Contact: Sue Porter, Company Secretary

Email: secretary@haslemeremuseum.co.uk

Haslemere Educational Museum is seeking to appoint three new Trustees to continue to develop a diverse and forward-looking Board.

The Museum's Mission Statement :

“To forward and advance the study of Science, Literature and the Arts by means of a well-equipped museum of Natural History and objects of Art and of a Scientific Literary and Historical nature”. *Sir Jonathan Hutchinson FRS, founder.*

Background :

Haslemere Educational Museum is one of the oldest and most renowned independent museums in the country. It was founded in 1888 by the eminent Victorian surgeon Sir Jonathan Hutchinson FRS (1828-1913). At its inception the Museum pioneered innovative ideas of museum education and interactivity and maintains that reputation today. Last year/In 2021, the Museum has, for the second time, been awarded the Sandford Award for educational programming.

The Museum is fully integrated into the fabric of Haslemere, organising and supporting many of the activities and events that make Haslemere special.

It has a team of enthusiastic experienced staff under the lead of the highly respected Curator, and is supported by many volunteers.

Haslemere Educational Museum is run as a charity (1071244) and a company limited by guarantee (3203702). As an independent museum we do not receive government or local authority funding, nor do we charge a formal entrance fee. The Museum's opening hours are Tuesday – Saturday 10.a.m. to 5.00 p.m. For more information, visit our website at www.haslemeremuseum.co.uk

Governance :

Haslemere Educational Museum is governed by a Board of Trustees – currently comprising five Trustees. Each Trustee brings experience in a different field.

The Board meets six times a year and sub-committees of the Board include, inter alia, a Management Committee, Health & Safety Committee and Premises Committee.

The Board is supported by an Hon. Treasurer and an Hon. Secretary.

THE ROLES :

The Board of Trustees is responsible for ensuring that Haslemere Educational Museum is run sustainably and in accordance with its vision and aims. All Trustees have a key role in developing strategy for the Museum's long-term future.

Trustees attend six Board Meetings a year, occasional strategy 'away days' and may also be requested to serve on one of the sub-committees of the Board.

The Board Meetings are usually held at the Museum on the first Wednesday of January, March, May, July, September and November in each year.

Trustees are also expected to play a part in fund-raising and to act as 'ambassadors' for the Museum.

Terms of Appointment :

Trustees are appointed for an initial three year term which is renewable for a further three year term. We encourage potential trustees to attend a few Board Meetings prior to formal appointment, to give opportunity to meet and 'work' with the trustees.

The position of Trustee is voluntary and unremunerated.

Expertise :

Haslemere Educational Museum is currently wishing to recruit trustees in the following areas of expertise :

Legal :

A qualified solicitor or barrister (current or retired) who has experience in providing a wide range of commercial legal advice to businesses. This should include such matters as governance, company law, compliance and regulatory issues. Experience or knowledge of employment law, data protection and providing advice on contracts and agreements would also be welcomed.

The candidate need not necessarily have experience of charity law and regulation although this would be advantageous.

Property:

An individual with practical knowledge of maintenance to older buildings especially those that are listed. A knowledge of and willingness to keep up to date with the latest regulations governing public buildings, in particular be able to keep abreast of the latest improvements to and requirements of energy saving measures. An ability to identify funding opportunities to deal with minor or major works would be an advantage.

Marketing and fundraising:

To lead and co-ordinate a robust fundraising campaign for the renovation of the listed Museum building. Candidates should have the experience to develop new and imaginative fundraising activities and events as well as assisting in raising awareness of the Museum both locally and regionally through a variety of media. They should have the skills to be able to assist in deepening relationships with major donors as well as developing relationships with members and other supporters. Experience in the third sector is preferred.

A team of mostly volunteers assisted by a small number of Museum staff will deliver the campaign. The fundraising appeal is likely to take place over a three year period and candidates should be available for that term of appointment.

Specification :

Haslemere Educational Museum is looking for candidates who can bring professional expertise to the Board in the categories outlined above. They need to have a keen interest in the work of the Museum, the future of the Museum and the contribution it makes to the local community. Candidates for the roles will also need :

- Commitment to the vision, aims and values of the Museum
- Good inter-personal, team and networking skills
- Excellent communication skills and the ability to actively champion and support the Museum
- The highest standards of integrity
- A strong commitment to diversity and inclusion
- An ability to contribute effectively to the running and future development of the Museum

HOW TO APPLY :

To register your interest, please submit :

- Your CV
- A statement setting out why you are interested and what you feel you are able to bring to the organisation

These should be sent to:

Sue Porter, Company Secretary secretary@haslemeremuseum.co.uk

Closing date for applications is 14th February 2022 and informal interviews are planned for early March.