

Haslemere Educational Museum

Candidate Brief



Trustees, Haslemere Educational Museum

Contact: Sue Porter (Hon. Secretary)
e: secretary@haslemeremuseum.co.uk

Haslemere Educational Museum is seeking to appoint 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 DRS (1828-1913). At its inception the Museum pioneered innovative ideas of museum education and interactivity and maintains that reputation today.

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 a highly experienced manager and is supported by many volunteers.

Haslemere Educational Museum is run as a charity and a company limited by guarantee. As an independent museum we do not receive government or local authority funding, nor do we charge a formal entrance fee. Visit our website at www.haslemeremuseum.co.uk for more information about opening hours and events.

Governance:

A Board of Trustees governs Haslemere Educational Museum – 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 currently include a Management Committee, Health & Safety Committee and Premises Committee.

An Hon. Treasurer and an Hon. Secretary support the Board.

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 6 Board Meetings a year, an annual strategy day and may also be required 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 function as ‘ambassadors’ for the Museum.

Terms of Appointment:

Trustees are appointed for an initial three-year term which is renewable for two further three-year terms. Trustees may only serve a maximum of nine years. We encourage potential trustees to attend one or two Board Meetings prior to formal appointment, to provide the 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:

- Marketing and Fundraising
- Human Resources
- Financial strategy and management
- Equality Diversity and Inclusion

If you have other expertise that is not listed above, please do still contact us so we can consider your skills set for future vacancies.

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 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 curriculum vitae
- 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 the Hon. Secretary: secretary@haslemeremuseum.co.uk

Closing date for applications is: 17.02.2026