

## **Loughborough Carillon Tower & War Memorial Museum**

(For the sake of brevity, the organisation above is referred to as 'the museum' throughout)

### **Chair role description**

#### **1. Role summary**

Trustees have the ultimate responsibility for directing the affairs of the museum, and ensuring that it is solvent, well-run and delivers the charitable outcomes for which it has been set up. The Chair provides leadership and direction for the Board of Trustees, enabling the Board to fulfil their responsibilities for the overall governance and strategic direction of the museum. The Chair is responsible for ensuring that the organisation works effectively and efficiently, creating and maintaining good working relationships between volunteers, staff and trustees. The Chair is a figurehead and advocate for the museum, representing the museum and its interests externally with key stakeholders. This role is voluntary and unremunerated. Expenses are paid for [insert if appropriate].

The Trustee Board meets monthly between March and October inclusive. In addition to attending these meetings, the Chair will undertake work to meet the specific requirements of their role, as well as participating in other tasks where appropriate.

The main responsibilities of the role set out below reflect the responsibilities for the Chair. These responsibilities should be reviewed and amended annually to reflect the Chair's ongoing responsibilities for the museum.

#### **Main responsibilities of the role**

- Plan the annual cycle of Board meetings, set the agendas and chair the Board meetings (and other meetings as appropriate), monitoring the implementation of actions agreed at meetings.
- Lead the Board of Trustees in the development and delivery of the museum's business strategy and forward plan, including long term redevelopment and/or capital projects.
- Keep up to date with knowledge about external policy and practice relevant to the museum's operations (e.g. government cultural policy, Museums Association policy and practices, regional cultural developments and approaches), and advise the Board of Trustees accordingly.
- Develop networks for advocating and acting as an ambassador for the museum, gaining support for the museum amongst external stakeholders
- To oversee the development and delivery of a fundraising strategy for the museum, to ensure its financial sustainability.
- To participate actively in fundraising for the museum, including developing relationships with donors, and participating in fundraising events.
- To ensure the museum has financial policies in place to enable it to function profitably and sustainably
- To ensure the museum has HR policies and procedures in place to enable the museum to recruit and retain staff and/or volunteers with the skills, experience and knowledge required to undertake the operational management of the museum and care for the collection.
- To ensure that the museum complies with Health and Safety legislation
- To oversee the work of the senior staff member/volunteer, including setting operational priorities and undertaking performance appraisals.

Ensure that trustees, staff and volunteers have adequate skills, knowledge, support and resources to fulfil their roles.