

Loughborough Carillon Tower & War Memorial Museum

Trustees Responsibilities

1. Introduction

Loughborough's carillon tower was built as a war memorial to those men of the town who fell in the Great War, it was opened on 22 June 1923. From the start there was a display of military memorabilia, at the end of the war the government had an enormous amount of captured German equipment, much of it was given to local corporations for them to display. It is possible that was the source of the original display. That German equipment still forms part of the collection today.

2. The Museum

The museum in its present form; came into being in the 1980s. First the ground floor then ex-Leicestershire Yeomanry men, with help from the unit, set up on the first floor and the second floor, with support from the Parachute Regimental Association, was established as a tribute to the Airborne Forces including the American 82nd Airborne Division (505 Para Infantry, part of the 82nd were station at Quorn in WW2)

In 2012 the Leicestershire Yeomanry collection was brought under complete control of the museum trustees and the objects added to the museum's catalogue. The unit agreed this, they are now a squadron of the Royal Yeomanry and based at Glen Parva Army Reserve Centre, Leicester. A member of their association sits on our committee.

3. Purpose

The trustees have ultimate responsibility for the museum and are collectively responsible for its governance. The role of trustees is to ensure that the museum has a clear vision and strategic direction, is sustainable and complies with the law.

4. Key Responsibilities of this Trustee role

The role of a trustee for the Museum is varied, exciting and hugely rewarding. Key responsibilities for this trustee role are:

- Contribute to the work of the Board, including setting the strategic direction, overseeing operating performance and ensuring compliance with national and local Museum standards and policies in support of the Museum's charitable aims.
- Ensure that the Trust complies with charity law, and with the requirements of the Charity Commission as regulator.
- Ensure that the Trust does not breach any of the requirements or rules set out in its constitution and that it remains true to the charitable purpose and objects set out.
- Comply with the requirements of other legislation and other regulators such as the Equality Act, Health & Safety, employment law and data protection as data controller.

- Act with integrity, and avoid any personal conflicts of interest or misuse of Trust funds or assets.
- Ensure that the Trust is and will remain solvent.
- Use Trust funds and assets reasonably, and only in furtherance of the Trust's charitable objects.
- Take special care when investing the funds of the charity, or borrowing funds.
- Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
- Consider soliciting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may possibly be in breach of their duties.
- Identify risks and put in place mitigation measures.
- Ensure clear vision and strategic direction through the Business Plan.
- Set aims, objectives and plans to implement the strategy.
- Assist with setting and agreeing all policies.
- Receive reports from the paid advisors and monitor and review performance against agreed objectives.
- Approve the annual budget, monitor performance against the annual budget and ensure financial sustainability.
- Ensure that the Museum meets and retains the standards set out in the Museum Accreditation Scheme.
- Safeguard the good name of the Museum, acting as an enthusiastic and well-informed ambassador.
- Campaign, lobby and generally advocate on behalf of the Museum, so as to enhance its profile.
- Use any specific skills, knowledge and professional expertise to help Trustees reach sound decisions.

5. Commitment

- The trustee board meets once a month during the opening season and twice in the closed season. Trustees are also expected to take on specific tasks and activities.
- Trustees are expected to undertake training and to develop relevant skills and knowledge as required.
- Trustees need to commit the necessary time to be effective.
- Trustees must adhere to the Museums Association Code of Ethics and all the Museum's policies.
- Trustees are expected to act reasonably and prudently in the best interests of the Museum, never in pursuit of personal interests or the interests of another organisation and to meet the legal obligations common to all charity trustees (i.e. comply with charity law, duty of prudence and duty of care).

6. Person specification

It is essential that trustees should have/be:

- The ability to think strategically and creatively, demonstrate objectivity, good judgement and analytical ability.
- A willingness to learn.
- Good communication, team-working and interpersonal skills.
- Tactful, diplomatic and able to build relationships.
- Fair, impartial and open to new ideas.