



Role profile – Chair of Trustees

The Trustees of Ramsey Rural Museum CIO are recruiting to this essential role on the Board of Trustees. This is a voluntary position, reporting into the Board of Trustees.

The present Chair has successfully fulfilled this role for the maximum period and the Board wishes to ensure a smooth handover as the Chair steps back.

The Board is seeking someone with excellent communication skills, who will support an ambitious and considered approach to the trustees' strategic decision-making, and who has the time to commit to supporting the Museum and volunteers.

This role requires a time commitment of approximately one day a month including evenings and weekends.

The volunteers meet on a Thursday, and it is helpful if the Chair is available to meet with them from time to time.

Role summary:

- Provide leadership and direction to the Board of Trustees to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the museum;
- Ensure that the organisation pursues its objects as defined in its governing document, charity law, and other relevant legislation/applicable regulations including Museum Accreditation and Equalities, Diversity and Inclusion;
- Works with the Board of Trustees to support the museum workforce in helping them achieve the aims of the museum;
- Facilitates the Board of Trustees in ambitious, well-rounded, carefully considered, strategic decision making;
- Ensure all members of the Board have meaningful opportunities to contribute to discussions and decisions;
- Ensure effective communications between the Board of Trustees, the volunteers and key stakeholders.

Main responsibilities of the chair -In relation to the board

Ensure the Board formulates strategic plans and regular review of the long-term strategic aims of the museum.

Ensure the Board develops organisational policies, defines goals, targets and evaluates performance against these.

Approve the annual cycle of board meetings, meeting agendas, chair and facilitate meetings and ensure they are implemented.

Liaise regularly with the Hon. Treasurer to maintain a clear grasp of the museum's financial position and to ensure full and timely financial transparency and information disclosure to the Board.

Lead and mentor other board members to fulfil their responsibilities and enable access to training/coaching information to enhance their overall contribution to the board.

Annually, at least, with the Board review the board structure, role, relationships and ensure any agreed changes / developments needed are carried out.

In relation to the community and code of conduct

Represent the museum as a spokesperson at appropriate meetings, events and functions.

Ensure the appropriate protection and management of the property of the museum together with any leased assets.

Lead the Board in fostering connections and relationships that support the aims of the museum.

Act as final stage adjudicator for disciplinary and grievance procedures if required.

Facilitate change and address conflict within the board of trustees and within the museum.

Undertake review of external complaints as defined by the museum's complaints procedure.

Ensure adherence and compliance around key policies in all decisions and discussions of the board and any sub committees.

Attend and be a member of other committees and working groups as appropriate in role as chair.

To perform this role the chair must be given reasonable access to all staff, trustees, volunteers and information, in line with the board's fiduciary duties.

Additional information:

[The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[How do Chairs encourage discussion and share power effectively? - Association of Chairs](#)