



Trustee role profile for all trustees (June 2024)

Additional requirements may be added for specific roles.

Our trustees help make Ramsey Rural Museum a place where stories are told, and the past is revealed.

The museum was founded on the skills, energy and enthusiasm of volunteers who transformed their vision into reality, and it has served us well over the years. Our trustees ensure we adapt for modern audiences in a competitive marketplace and challenging environment, and we work hard to embody this pioneering spirit within our trustee board. Trustees need to be prepared to work as part of a team and help forge a new future for the museum.

What is expected of Ramsey Rural Museum trustees?

Trustees use their skills, expertise and experience to support the museum, helping us to achieve our strategic aims. Trustees also often learn new skills during their time on the board. Being a trustee means making decisions that will impact people's lives, the future of the museum and our local community.

Key expectations of trustees are to:

- contribute – help where possible and offer the benefit of their expertise to support the museum.
- attend meetings and other events – take part in discussions and make decisions, prepare fully for meetings by reading papers, listen to other people, challenge sensitively and respect diversity, be fair and open.
- act jointly and accept a majority decision – make decisions collectively with the other the trustees and stand by them, respect confidentiality.
- acquire and maintain an up-to-date knowledge of the museum – understand how the museum works and the environment within which it operates.
- take advice – seek and consider professional advice on anything about which the trustees do not have expertise themselves.

Trustee responsibilities:

- Ensure that the museum's assets (its property, land, collection, people, etc.) are used in meeting the charitable objectives.
- Be responsible, along with the other trustees, for the success of the museum: set the strategic aims, ensure that necessary resources are in place to meet them and monitor performance.
- Review and approve the business plan, budget, museum policies and the strategic programme.
- Define the values and standards of the museum, including the mission statement and policies. Once the board has agreed on strategy and policies, it defers responsibility for execution to the Operations Sub-Committee (executive) and assumes a monitoring role, challenging and supporting the museum's director and management team.
- Ensure transparency and accountability in the museum's activities being mindful of the support from grant and donation givers.
- Regularly review and consider the risks to the museum's success and future.

- Representing the Museum and Board from time to time as agreed with the Board, such as negotiations with the landlord, attending relevant networks and training.

Important points

Trustee roles are voluntary and are not remunerated although reasonable travel expenses may be paid.

Trustees need to be able to get to Ramsey Rural Museum and be able to use emails and shared drives for storing and sharing documents.

All new trustees will have a 6-month probationary period and are expected to complete an induction process supervised by the Chair of the Trustee Board.

Trustees commit to serving a term of three years, which can be renewed up to a maximum total of nine years.

Any concerns or grievances arising whilst carrying out the duties of trustee should, in the first instance, be discussed with the Chair of Trustees who will advise accordingly.

Trustees are encouraged to support event days and support the museum.