



Camp Mill, Soudley, Forest of Dean, Gloucestershire, GL14 2UB
01594 822170 mary@deanheritagecentre.com

DEAN HERITAGE MUSEUM TRUST

TRUSTEE ROLE DESCRIPTION

For THE DEAN HERITAGE CENTRE

Role Description

The duties of a Trustee are:

To ensure that the Trust complies with its governing document, charity/company law and any other relevant legislation or regulations.

To ensure that the Trust pursues its objects as defined by the governing document.

To ensure the Trust uses its resources exclusively in pursuance of its objectives.

To contribute actively to the role of the Board of Trustees.

To safeguard the good name and reputation of The Dean Heritage Centre and behave in a professional manner, keeping all activities confidential.

To ensure the efficient and effective administration of the Dean Heritage Centre.

To ensure the financial stability of the Dean Heritage Centre.

To protect and manage the property of the Dean Heritage Centre and to ensure proper investment of the Dean Heritage Centre's funds.

To ensure that any fundraising activity carried out by, or on behalf of, the Dean Heritage Centre is properly undertaken, and that all funds collected are properly accounted for and spent according to the charitable objectives.

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience to help the Board make sound decisions and in particular, take a pro-active interest in their particular areas of expertise.

The priorities for the current recruitment are:

- *Fundraising*
- *Charity Finance*
- *Charity legal/Governance*

The Trustees will support and give strategic direction to the organisation as a whole and the staff in turn will ensure that the Board of Trustees have the correct information necessary for effective leadership of the organisation.



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Remuneration

The role is not accompanied by any financial remuneration but reasonable expenses incurred in the course of duties will be reimbursed.

Person Specification

A Trustee will need to demonstrate:

- time and energy to devote to the Dean Heritage Centre
- strong personal commitment to Dean Heritage Centre and the charitable aims of the Dean Heritage Museum Trust
- high levels of personal credibility and leadership
- skills, knowledge and experience that would positively benefit the Trust, in particular, fundraising, charity finance and charity governance
- links to relevant networks e.g. business, professional, governmental

And will have:

- commitment to heritage, community and the Forest
- a pragmatic approach to decision making with the flexibility to react effectively to changing circumstances
- excellent communication skills, and to be able to represent the Dean Heritage Centre effectively in the public arena

Term of office

2 years with a possible reappointment of a further 2 years

Time commitment:

A minimum commitment of time averaging two hours per month will be needed. Trust Board meetings will be held monthly, generally held in the evenings between 6-8pm.

Trustees will also be expected to represent the charity at various advocacy and cultivation events and in meetings with key stakeholders. Supporting the fundraising of the organisation will also be an important task for all.

Other meetings may be required as is the maintenance of a regular dialogue with key staff/volunteers.

How to Apply

To apply, please submit an expression of interest outlining how you fit the person specification and why you are interested in being considered to be a Trustee of Dean Heritage Centre.

Expressions of interest can be submitted electronically to mary@deanheritagecentre.com by Friday 10th February. Invitations to meet the Board will take place on Saturday 4th March.