



Trustee Recruitment 2018/19

Vision

A flourishing and confident heritage community in the South West.

Mission

Creating opportunities to connect and inspire the heritage community across the South West, for the benefit of organisations and their audiences.

About the South West Fed

The South West Fed is an independent membership organisation providing a voice for museums, art galleries and the wider heritage sector in the South West of England. Its uniqueness lies in being the network through which the wider heritage sector can think and act together to deliver a better experience for all its audiences.

The South West Fed has grown in its ambition and activity over the past few years in direct response to the needs of the sector. In a changing landscape heritage organisations and individuals in the South West have looked to the South West Fed for support, advice and continuity – through information exchange, affordable skills sharing opportunities, access to trusted resources and the development of long term partnerships and opportunities.

The Federation are looking for new Trustees that want to help us continue this success.

Governance

The South West Fed is a voluntary subscription-based organisation. It is a company limited by guarantee (No 05536131) with charitable status (charity No 1113399).

The Board has up to 17 roles (9 being regional representatives) and consists of Trustees of the Charity, elected at the AGM. There are 3 Company Directors and a Company Secretary (each elected from the Board at the first meeting following AGM). There are also approved signatories for the Charitable Company.

Others can be co-opted to fill other roles/needs (and can vote). Trustees support other Board Members to deliver activities.

Each Trustee is elected to serve for 1 year and can hold a Trustee role for 3 consecutive years. Further information is available in the Memorandum and Articles of Association and Standing Orders, Rules and Regulations (available on request or on www.swfed.org).

Duties of a Trustee

- To ensure that the Federation complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that the Federation pursues its objects as defined by the governing document
- To ensure the Federation uses its resources exclusively in pursuance of its objectives
- To contribute actively to the role of the Board of Trustees of the Federation
- To safeguard the good name and reputation of the Federation and behave in a professional manner, keeping matters confidential where appropriate
- To ensure the efficient and effective administration of the Federation's business
- To ensure the financial stability of the Federation
- To ensure that any fundraising activity carried out by, or on behalf of, the Federation is properly undertaken, and that all funds collected are properly accounted for and spent according to the charitable objectives
- To take a considered, proportionate and balanced approach to risk management
- In addition to the above duties, each Trustee should use any specific skills, knowledge or experience to help the Board of the Federation make sound decisions and in particular, take a pro-active interest in any particular areas of expertise

Qualities of a Trustee

Skills/Experience/Knowledge:

- Active listener/inclusive
- Dealing with people in different situations
- Awareness of our audience

Behaviours:

- Commitment to improving best practice in the sector
- Time commitment/attendance
- Ambassador
- Willingness to share skills
- Willingness to learn and develop
- Adherence to best practice/ethical/good governance
- Scrutiny
- Facilitator/respectful of others

- Open minded
- Open to change
- Approachable
- Positive attitude
- Team player

Background:

- Understanding of/interest in/enthusiasm for the heritage sector
- Networked (desirable)

Expectations of a Trustee

Being on the Board can be a really rewarding activity as long as you are prepared to engage and work to deliver the activities of the Federation!

Each Trustee is elected to serve for a year and can hold a Trustee role for three consecutive years.

Trustees must be available to attend at least four meetings of the Board per year (currently in Exeter) and available to attend extraordinary meetings as per the *Standing Orders, Rules and Regulations*.

Trustees may also be expected to represent the Federation at various advocacy events and in meetings with key stakeholders.

Attendance at and support for the Federation's Member Meetings (Fora and Conference) is strongly encouraged.

Sit on working groups and sub-committees of the Board to support the delivery of the Federation's vision.

Support fundraising for the organisation.

Promote the role of the Federation and encourage individuals and institutions to recognise the benefits of joining the Federation.

To be an individual member of the Federation.

Trustees must read *Good Governance, a Code for the Voluntary and Community Sector* and *The Essential Trustee: what you need to know, what you need to do (CC3)*.

Trustee Expectations

The Board needs to maintain Trustees' enthusiasm, enjoyment and reward – a key factor of volunteering for something!

A full induction is provided which covers the following areas:

- Briefing on the role of the Federation, charitable role and the responsibilities of good governance
- Provision of information about Federation's vision, current Forward Plan and finances

- Details of available travel expenses and claims process (50% of travel to Board Meetings if required)
- Training in website administration and other communication channels
- The role is not accompanied by any financial remuneration

How to Apply

For all roles, except County Representatives, that are up for election at the 2018 AGM please read the **Job Description** and **Skills, Experience and Outlook Required** along with **Qualities of a Trustee** provided here and submit an expression of interest outlining how you fit the role and why you are interested in being considered, to the Secretary of the Federation Lisa Powell lisamarie46@hotmail.com Nomination forms will then be provided.

County Representatives, who should also read the **Job Description** and **Skills, Experience and Outlook Required** along with **Qualities of a Trustee** provided here, are nominated by their County Groups and Nomination forms must also be submitted to lisamarie46@hotmail.com

For an informal chat regarding any of the roles please contact the Chair, Anna Bryant annabryant@live.com in the first instance.

Nomination forms need to be submitted to the Secretary of the Federation 21 days before the AGM (Wednesday 13th June 2018).

Roles will become vacant and electable at the SWFed AGM on Wednesday 4th July 2018.

Trustees can also be co-opted onto the Board throughout the year.