

South West Fed Role description – Vice Chair

Main tasks and responsibilities



To deputise for the Chair as and when required and to support the Chair in the delivery of the SW Federation’s objectives. The Chair and the Vice-Chair will agree areas of responsibility between them as soon after election at the AGM as possible.

This may include:

- To lead the SW Federation of Museums & Art Galleries, and enable it to deliver its charitable objectives effectively and efficiently by championing membership, maintaining its traditions, representing its interests, developing its reach, celebrating its success
- To ensure the SW Federation complies with all relevant charitable and company law and operates according to its own Memorandum and Articles of Association
- To ensure the SW Federation maintains its role in the SW and beyond by promoting its vision and leading on the development and regular review of a Forward Plan and the procurement of resources to achieve its goals
- With the Minutes Secretary, to draw up the agenda for Board meetings, chair them and ensure a proper record is kept of proceedings
- To be the first point of contact and ultimately responsible for any contracts the SW Federation enters into, for example with the SW Museum Development Partnership and any successor bodies
- To represent the SW Federation with sector and other bodies such as SW Museum Development Partnership, Arts Council England and the Museums Association.
- To manage the activity programme, supporting Creative Programme Officers to ensure delivery
- To be a Director of the Company, the SW Federation of Museums & Art Galleries if so elected by the Board.
- To attend Board meetings and play an active part in the discussions and activities of the South West Fed.

Please also refer to the separate “Generic Role Description” document as regards the Charity’s mission, governance and general trustee/director expectations and duties.

Skills, experience and outlook required

1. The ability to inspire and lead others or an interest in developing those skills
2. The ability to think and act strategically or an interest in developing those skills
3. A basic understanding of budgets, project development and management and the desire to improve these
4. An interest in the museum sector in the SW and the role of museums more generally
5. A commitment to the SW Federation of Museums & Art Galleries and its membership

Time commitment: *The Board currently meets 4 times a year and there is the preparation for and follow up after the meetings. With development of strategy and oversight of contracts, grant awards and partnerships this could take an average of 1 day a week.*