

# JUDGE'S LODGING

## TRUSTEE ROLE DESCRIPTION

The Trustees have overall responsibility for the Trust and act as its governing body. Trustees are legally responsible for directing the affairs of the Trust, ensuring it is solvent, well run, and delivering its charitable objectives.

Trustees will not be paid, but reasonable expenses will be reimbursed. Being a Trustee will provide a challenging, rewarding and enjoyable opportunity to get involved and have an important role in shaping the future of the museum and the Trust.

All Trustees are collectively responsible for the decisions and management of the Trust. The role of the trustees is to:

- Take ultimate responsibility for directing the affairs of the Trust, and to do so with innovation, creativity, ambition and appropriate challenge.
- Ensure the Trust has a clear vision, mission and strategic direction and is focused on achieving these as the Trust develops.
- Act reasonably and prudently in the best interests of the Trust, never in pursuit of personal interests or the interests of another organization, meeting the legal obligations common to all Trustees.
- Act as guardians of the assets owned and managed by the Trust, both tangible and intangible, taking due care over their security, deployment and proper application.

### Principal Tasks and Duties

- Report on the Judge's Lodging's activities, including the achievement of 'public benefit' as a registered charity.
- Observe the requirements of the trust deed, charity and other regulatory requirements.
- Ensure financial stability, including approval of the annual budget and deciding on major resource issues.
- Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.
- Set the overall strategic direction, setting policy, defining objectives and setting targets and evaluating performance.
- Approve the Business Plan and ensure sustainability of operations.
- Ensure that all risks associated with the Trust's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.
- Provide guidance on new initiatives.
- Safeguard the good name and values of the organisation.
- Promote the Judge's Lodging, its activities and its needs to the public, private and voluntary sectors so as to enhance the museum's profile and assist with its fundraising activities.
- Act as an enthusiastic and well-informed ambassador for the Judge's Lodging at all times.
- Oversee the recruitment of the staff.
- Ensure the safe and efficient use of premises for staff, volunteers and the public, in-line with its Health & Safety Policy.

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## TRUSTEE PERSON SPECIFICATION

Trustees must have an ability to think strategically, focusing on major issues, while recognising the realities and practicalities of managing an independent heritage organization.

Experience in one or more of the following areas:

- Museums and heritage management, Business management, Fundraising, Finance, Trust Governance, Business Development, Marketing and PR, Learning and Community Engagement.

Be able to demonstrate:

- Well-developed and effective networking skills in a range of contexts and situations.
- Well-established and current professional networks that bring positive benefit to the judge's Lodging.
- Highly effective inter-personal, communication and advocacy skills.
- A readiness and ability to take on and deliver agreed projects and areas of activity, including fundraising activities.
- A commitment to the Trust's vision and empathy with the Judge's Lodging.
- An ability to command respect amongst stakeholders and decision-makers in the public and private sectors.
- An ability to achieve the confidence and command the respect of staff, volunteers, and museum users.
- Willingness to devote the time and effort, including attending trustee meetings and occasional events.

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## TRUSTEE POSTS

### Honorary Treasurer

The Honorary Treasurer has particular responsibility for the financial strategy and financial management of the Trust. In addition to the common duties and responsibilities of a Trustee, the responsibilities are to:

1. Ensure the effective and efficient financial management of the Trust.
2. Working with the Company Secretary, ensure that the Trust complies with the governing document, charity law, company law, and any other relevant legislation or regulation in respect of financial matters.
3. Ensure that the Trust applies its resources exclusively in pursuance of its charitable objectives.
4. Provide the Board of Trustees' meetings with relevant up-to-date financial information.
5. Ensure the proper investment of the charity's funds.

### Company Secretary

The Company Secretary has a particular responsibility for the governance of the Trust. In addition to the common duties and responsibilities of a Trustee, the responsibilities are to:

1. Facilitate the proper and effective functioning of the Board.
2. Ensure Board and statutory procedures are followed.
3. Ensure all meetings of the Board are arranged and managed effectively, with clear minutes and recording of decisions, and that these are effectively followed up and delivered.
4. Ensure that the Trust complies with its governing document, charity law, company law, and any other relevant legislation or regulation, working with the Treasurer of the Trust in respect of financial matters.

### Eligibility

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously have been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the *Company Director's Disqualification Act 1986*, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

### Time Commitment

It is anticipated that the Board will need to meet monthly. It is essential that Trustees regularly attend meetings in order that they are well informed and can contribute effectively to decision- making.