



Trustee Opportunities

About Us	<p>Established in 1968, The Egham Museum is an independent, community museum and registered charity (The Egham Museum Trust, Charity No: 278422) reliant on volunteers, donations and grants to remain open. Through our exhibitions, outreach programmes and innovative use of our collections, we provide for our local communities and visitors a centre of life-long learning dedicated to raising awareness, sharing knowledge and promoting enjoyment of history. The Egham Museum is Accredited under the national Arts Council England Museum Accreditation Scheme and is open to the public on Tuesdays and Thursdays between 10am and 4.30pm and on Saturdays between 10.30am and 12.30pm.</p> <p>We currently have a part-time paid professional Curator and Assistant Curator due to a project grant from the National Lottery Heritage Fund. Every other person working in the Museum is a volunteer who give their time with anything from a couple of hours a month, to a couple of days per week.</p> <p>Find out more on our website www.eghammuseum.org.</p>
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Role	Trustees
The Role	<p>Becoming a Trustee provides a challenging and rewarding opportunity to get involved and play an active role in something that matters to you.</p> <p>Our current Board of six are looking for new Trustees who add value to what we do, who share the ambitions of the Trust and who are prepared to get involved with new projects and income generation initiatives to help us achieve our ambitions. Trustees should be able to demonstrate achievements in their chosen career or the voluntary sector and illustrate how they can use their skills for the Trust's benefit. We particularly welcome new trustees who are willing to take a leading role in delivering initiatives.</p>
Skills	<p>We aim to recruit at least three new Trustees in 2020 and would welcome applications from the following groups and areas of expertise:</p> <ul style="list-style-type: none"> • People with entrepreneurial skills, those with experience of forming successful partnership working in the third sector and those with experience of developing income-generating patrons or supporters programmes; • Under represented sections of the Museum's audiences, especially minority groups; • People with experience of professional roles in marketing, PR or business/charity promotion; • People with commercial business experience, such as involvement with comparable heritage, service, leisure or arts sector businesses or charities; • People with experience managing HR or legal compliance areas of a charity or business. <p>We invite you to apply even if you may not fulfil the particular skills and experience above, if you feel that you can make an active contribution to the life and growth of the Museum.</p>

<p style="text-align: center;">Commitment</p>	<p>Preparation for and attendance at four Trust meetings a year, held at The Egham Museum. Trust meetings are early evening.</p> <p>Attendance at Museum receptions and meetings with key stakeholders and (prospective) patrons is required. Additional attendance at the Museum’s evening and weekend events is encouraged.</p> <p>Time commitment is estimated at the equivalent of 2-3 days per quarter.</p>
<p style="text-align: center;">Apply</p>	<p>To apply, send your CV and a brief covering letter indicating why you want to be a Trustee and what you think you can bring to The Egham Museum, to Mr Vivian Bairstow, Chair of The Egham Museum Trust: vivian.bairstow@begbies-traynor.com.</p> <p>Closing date for applications: open recruitment.</p> <p>Contact details for applicants to find out more: Mr Vivian Bairstow, Chair of The Egham Museum Trust: vivian.bairstow@begbies-traynor.com and/or: Sarah Corn, Curator of The Egham Museum: curator@eghammuseum.org.</p>
<p style="text-align: center;">Further Information</p>	<p>The Charity Commission states that Trustees must:</p> <ul style="list-style-type: none"> • Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law. • Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there. • Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity. • Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets. • Ensure that the charity is and will remain solvent. • Use charitable funds and assets reasonably, and only in furtherance of the charity's objects. • Take special care when investing the funds of the charity, or borrowing funds for the charity to use. • Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient. • Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties. <p>Find out what's required of a charity trustee, including responsibilities to the charity, in “The essential trustee” documents on the .Gov.Uk website.</p>