

# DORSET NATURAL HISTORY AND ARCHAEOLOGICAL SOCIETY

## **Trustees and Chair of the Board of Trustees – Recruitment**

Thank you for your interest in the voluntary roles of Trustee and/or Chair of the Board of Trustees. The application pack is attached.

If you decide to apply for this role, please send your CV and supporting statement to:

Anna Butler, Museum Secretary and PA to the Directors  
[anna.butler@dorsetmuseum.org](mailto:anna.butler@dorsetmuseum.org)

by no later than 12noon on Thursday 30th September 2021.

We are expecting to interview successful candidates in the Museum in Dorchester, Dorset, during the week beginning Monday 11th October 2021.



# Dorset Museum



## Application Pack Trustees and Chair

September 2021



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September 2021

Dear Applicant

Thank you for your interest in the Dorset Museum and becoming a Trustee or possibly Chair of Trustees for its parent Charity, the Dorset Natural History and Archaeological Society.

This is an extremely exciting and truly historic time for the Museum. Through the 'Tomorrow's Museum for Dorset' project the Museum and the way it operates has been totally transformed. This £16.3-million-pound project has delivered new galleries to tell the 250-million-year story of Dorset and provide the facilities for enhanced educational and community engagement and income generation. The Museum reopened at the end of May 2021.

During the time the Museum has been closed for redevelopment a broader, comprehensive staff structure has been put in place to work with the Executive Director in running and developing the Museum and its collections. Income generation and financial self-sufficiency will be critical activities for this team while they ensure the Museum remains an attractive, vibrant and fun place to visit. Moving from several years of planning, major fundraising, building and gallery and facilities fit-out to daily but very varied Museum activities generates major challenges for the Museum team. It also requires a team of diverse Board members to provide appropriate strategic oversight but above all informed guidance and support that will help the transformation be productive, successful and far-sighted.

I, as Chair, am retiring in December from that position and from the Board as well. Therefore, the Charity needs to recruit two new Trustees and a new Chair. That person may be an existing Trustee or one of the new Trustees.

Thank you again for your interest. I am sure if you do become involved with the Dorset Museum you will find it a welcoming and rewarding organisation with many, often unexpected, attractions.

With kind regards

Prof Andy Fleet  
Chair of the Board of Trustees



## **The Tomorrow's Museum for Dorset project**

The Tomorrow's Museum for Dorset project has transformed the Museum into a leading, contemporary cultural and heritage centre. The Museum's historic Victorian Hall and other existing spaces have been re-imagined and refurbished, and an intriguing new building has quadrupled the Museum's floor-space.

- A suite of inspirational new galleries collectively tells the story of 250 million years of Dorset's history and displays collections of national and international significance for the first time
- A new purpose-designed learning centre is in the restored 16th century John White's rectory for school visits, family activities, adult learning and community group events
- A new international-standard exhibition gallery is ready to host major touring and temporary exhibitions
- An accessible, state-of-the art 'Collections Discovery Centre' providing optimal storage spaces for the collection
- The Museum is equipped with up-to-date facilities for collections management, research and conservation
- Specially created, publicly visible spaces allow volunteers and researchers to work on the collections and visitors to see the behind-the-scenes workings of a Museum
- A transformed visitor experience provides improved visibility, accessibility and facilities and includes a new café and shop
- Dorset Museum's impact on Dorchester's heritage quarter and Dorset's cultural and tourism offer brings economic, educational and social benefits to the whole county

## **TRUSTEE BOARD MEMBER: ROLE DESCRIPTION AND PERSON SPECIFICATION**

### **THE OPPORTUNITY**

Dorset Natural History and Archaeological Society (DNHAS) is currently seeking a new Chair and at least one new Trustee at this exciting time as the Museum reopens. We set out below the skills we are looking for in a Board Member and those that we are looking for in a Chair. Existing Board Members may apply for the position of Chair.

We are looking for Board Members from a diverse range of backgrounds with the skills and abilities to complement those of the existing Board and to be able to contribute to DNHAS as it looks forward to a future of continuing change, ambition and development.

### **GOVERNANCE**

Dorset Natural History and Archaeological Society (DNHAS) is both a limited company (Number 03362107) and a registered Charity (Charity Number 1062400). It is governed by its Articles of Association which sets out its objectives. Trustees of the DNHAS are also Directors of the company and have both legal and financial duties under company and charity law. Although the Museum is the public face of the DNHAS it is also a learned society publishing its *Proceedings* regularly.

DHHAS has 12 Board Members, one of whom is the Executive Director and one of whom is appointed by the Dorset Council.

### **THE COMMITMENT**

DNHAS Board Members serve a three-year term and are eligible for reappointment for one additional term. Their appointment is ratified by the Members at the Annual General Meeting of the Society which normally takes place in September but in 2021 will take place in December. We hold a minimum of four Board meetings a year (which have been online in the last 15 months but which it is expected will resume physically at the Museum in 2022). In addition all Trustees may serve on at least one other committee. Outside of meetings Trustees may be called upon for advice or assistance according to their skills and experience by the leadership team and will be expected to attend events at the Museum where possible and to represent the Museum at external meetings and events.

Board Members should expect to commit at least eight days a year to the Museum. Involvement on special projects and committees increase the commitment.

Members of the Board have duties as both Trustee and Director under the various Charities and Companies Acts. Board Members also have responsibilities under the Health & Safety at Work Act 1974.

Board Members have ultimate responsibility for the running of the DNHAS and the Dorset Museum. The Board deals with all major policy decisions, strategic matters and constitutional matters and is responsible for the approval of the annual budget and accounts, ensuring the solvency of the DNHAS and the safety of its assets.

All Board Members sign a declaration of their eligibility to stand and record relevant details in a conflict of interest register which is updated annually.

As a Board Member you will provide knowledge, support and guidance to the leadership team and work with the Chair to ensure excellent governance.

As a Board Member you will:

- Provide strategic visions and leadership to DNHAS
- Act as an ambassador of DNHAS locally and regionally
- Work to ensure good governance and management to achieve financial stability, resilience and statutory compliance
- Make ultimate decisions on all developments within the Museum
- Appoint the Director and Chair
- Review all policies
- Behave with integrity and in the best interest of DNHAS
- Be a member of DNHAS

## **SKILLS**

All Board members should be able to:

- Work effectively as part of a team
- Communicate effectively
- Think creatively and exercise independent judgement
- Commit to the mission and values of the Board
- Evidence a commitment to equality, diversity and inclusion
- Work with a diverse group of stakeholders and partners
- Have a good understanding of corporate governance
- Commit to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## **KNOWLEDGE AND EXPERIENCE**

Taken as a whole, the Board seeks to have Trustees with knowledge or experience of the following:

- People management
- Local knowledge
- Business or commercial knowledge
- Financial management/accountancy
- Legal knowledge (including charity and company law)
- Fundraising
- Museum skills (including recent legislation & broader issues)
- Skills in the Cultural Domain (including Libraries and Archives)
- Local Government
- Ambassadorial
- Life-long learning and education
- Sustainability

**We are at present particularly looking for Board members who have a background in one or more of financial/ accountancy, fundraising, Museum skills and/or environmental sustainability.**



# **CHAIR OF THE BOARD OF TRUSTEES: ROLE DESCRIPTION AND PERSON SPECIFICATION**

## **THE OPPORTUNITY**

Our current chair is stepping down after six years as a Board Member. We are looking for a new Chair who can help shape the direction of the Museum and build on the opportunities that “Tomorrows Museum for Dorset” brings. You will be passionate about the Museum and the Society, an innovator and advocate.

The Museum has just moved from a major capital project to an operational mode that needs to be financially sustainable generating a surplus which will support investment in the collections, infrastructure, education and the community. The Chair will lead on the development of a new strategic plan.

The Chair will ensure good governance and high standards of organisational and financial management. The Chair will lead the Board in making informed ambitious and strategic decisions. The Chair will need to establish a constructive and supportive but challenging working relationship with the Director.

## **THE COMMITMENT**

The Chair will represent DNHAS externally.

The Board appoints the Chair at the first meeting after the AGM. It is anticipated that the position will be for two years with a possible renewal thereafter aligned with your membership of the Board. The position of Chair is open to any of the existing Board or the new Trustees.

The role of Chair is not remunerated. The likely overall time commitment for the role is 26 days a year.

## **SKILLS**

- You will have had experience of Chairing committees to enable inclusive, constructive debate leading to properly reasoned, minuted and deliverable decisions.
- You will have had experience as a Trustee/ Board Member of a Charitable organisation.
- You will have had experience of developing and delivering a strategic plan.
- You will have experience of working with a wide range of stakeholders and with volunteers.
- You will have experience of financial management.

- You will have the ability to work with the Director of the Museum
- You will have had experience of corporate governance

## KNOWLEDGE AND EXPERIENCE

- You may have knowledge of Dorset and its communities (including those with whom the Museum has not previously engaged sufficiently).
- You may have experience of Museum management and governance including collections management and development.
- You may have fundraising experience.
- You may have experience of working with Arts and Heritage funding organisations
- You may have experience in voluntary leadership roles in Dorset





## **DNHAS TEAM STRUCTURE**

Led by the Executive Director, Commercial Director and Director of Collections and Public Engagement, a full complement of paid staff and a team of over 150 volunteers support the Objects of the Society and its Museum. Volunteers play a prominent role in the life and success of the Museum.

## **FURTHER INFORMATION**

A copy of “The Essential Trustee: What you need to know” can be read or downloaded at the following address:

[The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-essential-trustee)

Further detail about the responsibilities of Directors may be found at the following websites:

<http://www.companieshouse.gov.uk/>

[Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/charity-trustee-whats-involved)

## HOW TO APPLY

To make an informal enquiry about the role of Trustee or Chair prior to submitting an application, please contact Anna Butler on 01305 262735 or by emailing [anna.butler@dorsetmuseum.org](mailto:anna.butler@dorsetmuseum.org) to arrange a conversation with either the retiring Chair or Executive Director.

To apply you will need to submit a CV, together with a supporting statement (no more than two pages of A4) explaining how you believe you match the requirements of the role, directly addressing the skills, knowledge and experience sections of the role description.

Your application should make clear whether you are applying for the role of Chair or an ordinary Trustee, and be sent by email to Anna Butler at the address [anna.butler@dorsetmuseum.org](mailto:anna.butler@dorsetmuseum.org) by the closing date of **12 noon on Thursday 30<sup>th</sup> September 2021**. **Applications received after the deadline will not be considered.** The email should be clearly marked 'Application for role of DNHAS Trustee / Chair' in the subject heading of your message.

Shortlisted candidates will be interviewed by the panel in early October 2021. The application of the final selected candidate will be ratified by the Board of Trustees at the end of October 2021. The Chair and Trustees will take up their position in the New Year, following the election of Trustees by the DNHAS Membership at the Society's AGM on Friday 3<sup>rd</sup> December 2021.

