

## 1. General Trustee Role

### 1.1. Statutory duties of a Trustee

1. To ensure that Braintree District Museum Trust (the Trust) complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations
2. To ensure that the Trust pursues its objects and acts within the powers defined in its Memorandum and Articles of Association
3. To ensure that the Trust uses its resources exclusively in pursuance of its objectives
4. To exercise reasonable care, skills and independent judgement
5. To contribute actively to the Board of Trustee's role in giving firm strategic direction to the Trust
6. To maintain absolute confidentiality on Trustee's business
7. To safeguard the Trust's good name and values
8. To ensure the Trust is run effectively and efficiently and remains financial sustainable
9. To protect and manage the Trust's assets and if appropriate ensure the proper investment of the Trust's funds
10. To promote the Trust's successes
11. To avoid conflicts of interest and declare interest in proposed transactions or arrangements
12. To not accept benefits from third parties
13. To appoint the Museums Manager and monitor their performance

### 1.2. Trustee General Duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising Board papers
- Being a counter-signatory on charity cheques
- Leading discussions particularly within the Trustee's Portfolio
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise
- Reviewing and approving contracts

Additional commitments include:

- Able to attend monthly Board meetings to be held remotely by ZOOM with the exception of quarterly meetings in Braintree, subject to the latest guidance on COVID-19. Meetings are on the last Wednesday of the month for 2-3 hours each.
- Willing to commit to being a Trustee for a minimum of three years and maximum of nine.
- Keen to take an active role in the development of the Trust between Board meetings. Time commitment varies depending on the role.

### 1.3. Essential Personal Attributes

- Sufficient time commitment to undertake the key responsibilities and duties with the support of Board Members.
- Strong team player
- Good self-organisational skills and highly motivated
- Excellent inter-personal and communication skills
- Passion for local history, heritage and/or textiles
- Knowledge of Braintree District or specialism within the activities of the Trust

# Treasurer & Trustee Role Description

- Experience in strategic development
- Strong networking skills with the ability to build and develop stakeholder relationships
- Appreciation of the role of volunteers
- Own transport and willing to travel to meet with individuals and local communities across Essex, if safe to do so within current COVID-10 guidelines.
- Ability to use standard Microsoft Office software, ZOOM and e-mail.

## 2. Treasurer Role Profile

### 2.1. Overview

The main role of Treasurer is to:

- Provide strategic financial advice for revenue and capital planning.
- Oversee financial matters in accordance with the Trust's Memorandum and Articles of Association and relevant legal requirements.
- Ensure that effective internal audit, financial controls and procedures are in place as appropriate to the size and responsibilities of the organisation.
- Support the Museums Manager and part-time Finance Officer with the financial management and cash flow of the Trust.
- Report to the Board on the financial health of the Trust at each Board meeting.

### 2.2. Key Responsibilities and Duties

1. Ensuring that financial resources are spent in line with the Trust's objects, policies, good governance and legal and regulatory requirements
2. Liaise with staff and report back to the Board including overseeing budgets, management accounts, cash flow, annual accounts and financial statements
3. Advise the Board on the financial implications of the Trust's Forward Plan and annual Business Plan.
4. Liaise with the Museums Manager on financial management activities
5. Ensuring that proper accounts and records are kept
6. Liaise with the Trust's accountants and auditors and with their support monitor and advise on the Trust's financial viability
7. Champion the development and implementation of financial reserves and if appropriate investment policies
8. Oversee the development of a Financial Policy, Reserves Policy, implementation of financial controls and systems and monitor on-going adherence
9. Be available to provide independent financial advice and support for the Finance Officer
10. Act as a counter-signatory on funding applications, the Trust's cheques and electronic transactions
11. Essential to have an understanding of SORP in accordance with FRS 102 requirements supported by experience working with small charitable companies limited by guarantee
12. Helpful to have experience of SAGE Accounts and Payroll software
13. Desirable to have one of the following profession / qualifications
  - Book-keeper eg AT, IAB, ICB
  - Internal Audit eg IIA
  - Accountancy eg ACCA, CIMA

**Note that the role of Trustee under Charity Law includes Director under Company Law throughout.**