Trustees vacancies: *Treasurer*

**Background**
Burwell Museum and Windmill is a largely volunteer-run, independent community museum in the heart of Burwell, a lively village of around 8000 residents.

The Museum is open from Easter-October on Thursdays, Sundays and Bank Holiday Mondays, 11am-5pm. From 2012-2015 the museum and windmill received Heritage Lottery funding to further develop its facilities and programmes.

The Museum now has a growing visitor base of around 3000 visitors each season is supported by a well-established Friends group and a team of volunteers who staff the reception desk, shop and tea room.

**Object and Mission**
The object of Burwell Museum Trust Limited is to advance the education of the public in the history of Burwell by the provision of a museum.

This is supported via the mission statement:

The purpose of Burwell Museum and Windmill is ‘to tell the story of the unique heritage of Burwell.’

**The organisation**
As a Charitable Incorporated Organisation, Burwell Museum Trust is looking for committed individuals to expand the existing range of Trustee skills, consolidate existing skills and prepare for succession planning.

We are looking for dynamic and motivated people who want to help us achieve the museum’s aims and objectives. Trustees are expected to contribute actively to the Board by:

- providing strategic direction
- defining goals and setting targets
- setting overall policy
- evaluating performance
- ensuring the charity’s effective and efficient administration and financial stability

The museum strives for diversity in its audiences, visitors and volunteer body. We therefore want to have a wide range of people on the Board.

Annex 1 includes a general description of the Trustees’ roles and responsibilities at the museum.

If you would like to use your skills and experience at Board level to help us achieve our objectives, we would very much like to hear from you.
**Skills and Experience**

There is no need to have trustee experience to apply. An interest in modern museums would be an advantage.

Following a recent skills audit, we are looking for someone who can lead on the following areas / roles, as well as offering expertise in other areas of the Board’s operation:

**Areas of expertise**

Collections Management  
Treasurer

Trustees are expected to:

- attend monthly Board meetings
- get involved in support work including fixed-term projects
- acts as champions for the organisation
- contribute advice and support on an ad hoc basis
- perform all Statutory duties

**Further information and how to apply**

For an informal chat please contact either the Chair of the Board, Keith Brooking  
E: keith@underlea.co.uk

or the Museum Administrator, Mel Worgan  
E: museum@burwellmuseum.org.uk  T: 01638 605 544

Closing date: 28 April 2017

Please send a CV and Expression of Interest to Chair of the Board, Keith Brooking via email (E: keith@underlea.co.uk) or post (Burwell Museum and Windmill, Mill Close, Burwell CB25 0HL) before 5pm on 28 April 2017.

Applications received after the closing date may be considered if we have any further places available.
Annex 1. Trustee Roles and Responsibilities

All Trustees

The Board of Trustees will comprise up to 8 members as set out in the Deed of Trust. All Board Members will contribute to the pursuance of the governance of the Museum.

The statutory duties of a Trustee are as follows:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- To ensure that the organisation pursues its objects and acts within the powers defined in its governing document;
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- To exercise reasonable care, skills and judgment;
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To safeguard the good name and values of the organisation;
- To ensure the effective and efficient administration of the organisation;
- To ensure the financial stability of the organisation;
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance;
- To abide by the Museums Association Code of Ethics for Museums.

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:

- Actively pursuing the Burwell Museum Trust’s aims and objectives as set out in the Forward Plan;
- Scrutinising board papers and policy documents;
- Counter-signature on charity cheques and documents;
- Focusing on key issues;
- Leading discussions;
- Providing guidance on new initiatives;
- Sitting on appraisal, recruitment grievance and disciplinary panels as required.
**Treasurer**

The overall role of a treasurer is to:

- Maintain an overview of the organisation's affairs;
- Monitor and report its financial viability;
- Ensure that proper financial records and procedures are maintained.

The duties of the treasurer include:

- Overseeing, approving and presenting departmental and contingency budgets, accounts and financial statements in readiness for the museum's financial year (1 Nov – 31 October)
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- The preparation and presentation of financial reports to the board for each Trustee Board meeting
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with museum staff and volunteer department managers about financial matters, particularly a forecast under-spend or over-spend on their budgets and expenses claims
- Managing a contingency budget for work across each department
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Ensuring the organisation's compliance with legislation
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Making a formal presentation of the accounts at the annual general meeting in March and drawing attention to important points in a coherent and easily understandable way
- Acting as one of the counter-signatories on the Museums cheques and any application for funds as required.
- Managing and monitoring the use and security of the Museum's debit cards