

Board Duties and Expectations

Our Vision

A flourishing and confident heritage community in the South West



Our Mission

Creating opportunities to connect and inspire the heritage community across the South West, for the benefit of organisations and their audiences.

What We Do

We promote a culture of shared learning across the region by connecting members with each other, with relevant partners, and with the wider sector.

Members develop skills from our events and by being directed to other CPD opportunities in the region and beyond.

Resources and information provided through our website, eBulletins, newsletters and social media give members and others in the sector guidance, ideas, advice and the latest news.

We champion the value and benefits of the South West's museums, art galleries and heritage sites.

We provide an umbrella body for regional subject specialist groups [currently, the SW Implement Petrology Group]

Governance

The South Western Federation of Museums and Art Galleries (the South West Fed) is a voluntary subscription-based organisation, representing the heritage sector in the South West of England. It is a company limited by guarantee (No 05536131) with charitable status (charity No 1113399).

The South West Fed is managed and administered by its Board of directors (trustees), elected in accordance with its constitutional rules to fulfil certain roles as required from time to time. All Board members are required to act as directors and charity trustees, responsible under the Companies Acts and under the Charities Act for the day-to-day management and administration of the Charity and agree to be registered at Companies House and the Charity Commission accordingly.

A copy of the South West Fed's Articles of Association and Rules can be found on our website.

Board Member Duties

- To ensure that the South West Fed complies with its constitution, charity and company law and any other relevant legislation or regulations
- To ensure that the South West Fed pursues its objects as defined by its constitution and uses its resources exclusively in pursuance of its objectives
- To contribute actively to the role of the Board of the South West Fed
- To safeguard the good name and reputation of the South West Fed and behave in a professional manner, keeping matters confidential where appropriate
- To ensure the efficient and effective administration, including financial stability of the South West Fed's business (including any fundraising activity) carried out by, or on behalf of, the South West Fed
- To take a considered, proportionate and balanced approach to risk management
- In addition to the above duties, each Board member should use any specific skills, knowledge or experience to help the wider Board make sound decisions and in particular, take a pro-active interest in any particular areas of expertise

Board Member Qualities

Skills/Experience/Knowledge:

- Active listener/inclusive
- Dealing with people in different situations
- Awareness of our audience

Behaviours:

- Commitment to improving best practice in the sector
- Time commitment/attendance – see related expectation below
- Ambassador
- Willingness to share skills
- Willingness to learn and develop
- Adherence to best practice/ethical/good governance
- Scrutiny
- Facilitator/respectful of others
- Open minded
- Open to change
- Approachable
- Positive attitude
- Team player

Background:

- Understanding of/interest in/enthusiasm for the heritage sector
- Networked (desirable)

Expectations of a Board Member

Being on the Board can be a really rewarding activity as long as you are prepared to engage and work to deliver the activities of the South West Fed!

To be an individual member of the South West Fed.

Trustees must be available to attend at least 50% of all scheduled Board meetings held in any calendar year and any general meetings of the South West Fed's members as may be required from time to time.

Trustees may also be expected to represent the South West Fed at various advocacy events and in meetings with key stakeholders.

Attendance at, and support for, the South West Fed's Fora and Conference events is strongly encouraged.

Sit on working groups and sub-committees of the Board to support the delivery of the South West Fed's vision.

Support fundraising for the South West Fed.

Promote the role of the South West Fed and encourage individuals and institutions to recognise the benefits of joining the South West Fed as a member.

All Board members must read *The Essential Trustee: what you need to know, what you need to do (CC3)* published by the Charity Commission or any subsequent publication.

The Board needs to maintain its enthusiasm, enjoyment and reward – a key factor of volunteering for something!

A full induction is provided which covers the following areas:

- Briefing on the role of the South West Fed, charitable role and the responsibilities of good governance
- Provision of information about South West Fed's vision, current Forward Plan and finances
- Details of available travel expenses and claims process
- Training in website administration and other communication channels
- The role is not accompanied by any financial remuneration

How to find out more if you are interested

For all Board roles please read the relevant **Role Description** (available upon request) together with this document.

As a first step we encourage you to have an informal chat regarding any of the roles with the Chair in the first instance.

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