



Vacancies for Trustees, April 2025

About Marlow Museum

The museum is in an exciting stage in its development, having recently received a large legacy which gives it new financial stability. In 2024, the museum building was renovated and insulated, making it a much more pleasant place to visit. At the beginning of 2025, the trustees were able to appoint two part-time staff for the first time, a Museum Development Project Manager and an Exhibitions & Displays Designer, with the aim of improving the displays in the museum, recruiting more volunteers, opening more frequently and offering a broader range of services to the community. Because of forthcoming retirements, the members of the charity will be electing a new Chair and Vice-chair for the Board in July 2025.

The Trustee Board

Our trustees play a vital role in making sure that Marlow Museum achieves its core purpose of providing a high-quality local history museum. They are responsible for governance of the charity and oversee the management and administration of the museum. They also ensure that Marlow Museum has a clear strategy and that our work and goals remain in line with our Constitution. They support and challenge the Management Committee to enable Marlow Museum to grow and thrive.

The Board's Duties:

- Oversee the museum's financial plans and budgets and monitor and evaluate progress.
- Raise funds to maintain and develop the museum.
- Produce and agree the museum's financial statements and an Annual Report.
- Ensure the effective and efficient administration of the organisation.
- Provide support and challenge to the Management Committee.
- Support and provide advice on the museum's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Keep abreast of changes in the museum's operating environment.
- Contribute to regular reviews of the museum's governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the museum's interests, to the exclusion of own personal and/or any third-party interests.
- Contribute to the broader promotion of the museum's objects, aims and reputation by applying skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are seeking people willing to bring energy, enthusiasm and commitment to the role, with relevant skills and experience, who will broaden the diversity of thinking on our board.

We are particularly seeking people with experience in Museums; Law; Human Resources; Fundraising; or Communications.

You do not need previous governance experience – we will provide an induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- Enthusiasm for our vision and mission.
- A strong commitment to equity, diversity and inclusion.
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewable for further terms if appropriate.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 6 Board meetings annually. Currently meetings are held either at the museum or remotely.
- Attending further meetings as agreed.
- Attending museum events, such as exhibition launch parties.

Committee membership

Ad hoc and occasional support of the Management Committee through working groups or sub-committees.

Contact details or web link for applicants to find out more:

Email contact@marlowmuseum.org

Website: www.marlowmuseum.org