**[insert name] Museum**

**Chair role description**

**Note: This is an example Chair role description. Depending on the size and nature of the organisation, the main responsibilities of Chair roles will vary. This example should therefore be reviewed and adapted to meet the specific needs of the organisation, before it is used.**

**Role summary**

Trustees have the ultimate responsibility for directing the affairs of XX Museum, and ensuring that it is solvent, well-run and delivers the charitable outcomes for which it has been set up. The Chair provides leadership and direction for the Board of Trustees, enabling the Board to fulfil their responsibilities for the overall governance and strategic direction of the museum. The Chair is responsible for ensuring that the organisation works effectively and efficiently, creating and maintaining good working relationships between volunteers, staff and trustees. The Chair is a figurehead and advocate for the XX Museum, representing the museum and its interests externally with key stakeholders. This role is voluntary and unremunerated. Expenses are paid for [insert if appropriate].

The Trustee Board meets [insert frequency]. In addition to attending these meetings, the Chair will undertake work to meet the specific requirements of their role, as well as participating in other tasks where appropriate.

The main responsibilities of the role set out below reflect the responsibilities for the Chair. These responsibilities should be reviewed and amended annually to reflect the Chair’s ongoing responsibilities for the museum.

**Main responsibilities of the role**

* Plan the annual cycle of Board meetings, set the agendas and chair the Board meetings (and other meetings as appropriate), monitoring the implementation of actions agreed at meetings.
* Lead the Board of Trustees in the development and delivery of the museum’s business strategy and forward plan, including long term redevelopment and/or capital projects.
* Keep up to date with knowledge about external policy and practice relevant to the museum’s operations (e.g. government cultural policy, Museums Association policy and practices, regional cultural developments and approaches), and advise the Board of Trustees accordingly.
* Develop networks for advocating and acting as an ambassador for the museum, gaining support for the museum amongst external stakeholders
* To oversee the development and delivery of a fundraising strategy for the museum, to ensure its financial sustainability.
* To participate actively in fundraising for the museum, including developing relationships with donors, and participating in fundraising events.
* To ensure the museum has financial policies in place to enable it to function profitably and sustainably
* To ensure the museum has HR policies and procedures in place to enable the museum to recruit and retain staff and/or volunteers with the skills, experience and knowledge required to undertake the operational management of the museum and care for the collection.
* To ensure that the museum complies with Health and Safety legislation
* To oversee the work of the senior staff member/volunteer, including setting operational priorities and undertaking performance appraisals.
* Ensure that trustees, staff and volunteers have adequate skills, knowledge, support and resources to fulfil their roles.

**General responsibilities of a trustee**

In addition to the responsibilities already outlined, trustees have the following general responsibilities:

* Ensure that the museum complies with all relevant legislation and regulations, in particular ensuring that the museum prepares and submits its reports, annual returns and accounts as required by law.
* Ensure that the museum complies with the requirements and rules set out in its governing documents and ensure that the museum applies its resources exclusively to pursuing its objectives.
* Contribute actively to the board of trustees' role in giving firm strategic direction to the XX Museum, setting overall policy, defining goals, setting objectives and evaluating performance against objectives.
* Ensure the effective and efficient management and administration of the XX Museum.
* Ensure the financial stability of the XX Museum and the proper investment of the XX Museum’s funds.
* Keep informed about the activities of the XX Museum and wider issues which affect its work.
* Act with integrity, and avoid any personal conflicts of interest or misuse of the museum’s funds or assets.
* Use specific skills, knowledge and experience to help the board of trustees reach sound decisions.