**[insert name] Museum**

**Trustee role description**

**Note: This is an example trustee role description. Depending on the size and nature of the organisation, the main responsibilities of trustee 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 the XX Museum, and ensuring that it is solvent, well-run and delivers the charitable outcomes for which it has been set up. The main responsibilities of the role set out below should be reviewed and amended regularly to reflect trustees’ ongoing responsibilities for the museum. This role is voluntary and unremunerated. Expenses are paid for [insert if appropriate].

**Main responsibilities of the role**

* To contribute to the development of the museum’s business strategy and forward plan, including establishing running costs for the museum.
* To contribute to 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, holding fundraising events and managing donor information.
* To be an advocate for the museum, raising its profile locally, nationally and internationally.
* To ensure the museum has HR policies and procedures in place to enable the museum to recruit and retain staff/volunteers with the skills, experience and knowledge required to undertake the operational management of the museum and care for the collection.
* To manage property care and maintenance for the museum, including negotiating the terms of property maintenance contracts with the town and county council and other relevant bodies and managing any property matters that are the responsibility of the trust.

**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.

**Time commitment**

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