



## **KIDS IN MUSEUMS**

### **Chair of the Board of Trustees**

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Kids in Museums is based at CAN Mezzanine, Borough. London. Our work is nationwide and some travel throughout UK is expected.
Time commitment:	Three Board meetings per year. The Chair is also expected to have regular meetings with the Executive Director, Creative Director and Deputy Chair, and also represent the charity at various events and meetings with key stakeholders.
Reporting to	Board of Trustees (Executive Committee)

### **Job Description**

Kids in Museums is an independent charity dedicated to making museums open and welcoming to all families, in particular those who haven't visited before. With a dedicated Board of Trustees and an exciting range of events, partnerships and initiatives, Kids in Museums gives families visiting museums and galleries across Britain a dynamic and powerful voice. The Kids in Museums Manifesto and the Family Friendly Museum Award have been incredibly successful ways of encouraging and guiding museums and galleries across the country to make family visits engaging and enjoyable.

Our current chair, Sandie Dawe CBE, is standing down after her term of appointment ends later this year. She has successfully built on, strengthened and developed the excellent work of her predecessor Philip Mould OBE, and will be handing on the leadership of the organisation when it is strong, well led, and well governed. It has become more professional, strategic and clear about its mission and purpose under Sandie's leadership. The charity is well known, very well respected and its influence on the sector has been, and is significant.

In June 2017 we were accorded NPO (National Portfolio Organisation) status with Arts Council England and an annual grant of £160,000 for the next four years.

### **Objective**

The Chair will hold the Board and Executive Team to account for the charity's mission and vision, providing leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Executive Director and Creative Director and ensure that the Board functions effectively with the Executive to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Creative Director and Executive Director.

## **Principal responsibilities**

### **Strategic leadership**

- Provide leadership to the Charity and its Board, ensuring that the charity has maximum impact for its beneficiaries
- Keep abreast of cultural and social policy as it affects and provides opportunities for Kids in Museums to flourish
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

### **Governance**

- Ensure that the governance arrangements are working in the most effective way for the charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate
- Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

### **External Relations**

- Act as an ambassador for the cause and the charity
- Maintain good relationships with key stakeholders and supporters in the cultural sector, and with policy makers/government
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and effectiveness**

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented.

## **Relationship with the executive and the staff**

- Establish and build a strong, effective and a constructive working relationship with the Executive Director and Creative Director, ensuring both are held to account for achieving agreed strategic objectives
- Support the Executive Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Executive Director, Creative Director and Deputy Chair and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Conduct an annual appraisal and remuneration review for the Executive Director and Creative Director in consultation with other Trustees
- Ensure that the Executive Director and Creative Director have the opportunity for professional development and appropriate external professional support

## **Additional information**

The Deputy Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

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