



## Chair of Trustees Role Description

### Overview

Salcombe Maritime Museum is a small independent museum and registered charity. It was founded in 1974 to preserve artefacts and other items donated by the people of the town and neighbouring parishes and to display and interpret these to make the history of the area intelligible to both the local population and our many visitors.

The Museum is a Registered Charity constituted as a Charitable Incorporated Organisation (CIO) with a Board of Trustees.

The Chair leads the Board of Trustees, ensuring effective governance of the museum. Working closely with fellow Trustees, the Chair provides strategic leadership and helps deliver the Museum's vision and charitable aims.

### Responsibilities:

As a charity, Salcombe Maritime Museum's Board has legal duties set by the Charity Commission, guiding how Trustees govern their organisation and conduct themselves. The following six legal duties are taken from the Charity Commission guidance and apply to any charity:

- Make sure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Make sure the charity is accountable

In the context of Salcombe Maritime Museum, there is a set of responsibilities that all Trustees take in order to fulfil these duties. The Chair additionally will:

1. To uphold the Museum Society's constitutional rules, further the objects of the Society and ensure its good governance.
2. To take the chair at general meetings of the Society and meetings of the Board of Trustees and ensure discussions are productive and focused.
3. To monitor agreed actions from Board and general meetings and ensure that decisions are implemented properly and in a timely manner and that appropriate arrangements for delegation are in place

4. To guide strategy and policy development to ensure clear strategic direction for the management of the Museum's activities.
5. To ensure that the Society's duty of care for the objects donated or on loan to its collection is upheld at all times and that its collection management policies and procedures are in accordance with national registration/accreditation standards.
6. To ensure the preparation and submission of an annual statement of accounts by the Treasurer to the Hon Auditor, in reasonable time prior to the AGM.
7. To oversee the management of the Museum and lead the team of Museum Officers
8. To oversee the Museum's risk management framework ensuring that potential risks are identified, assessed, and mitigated.
9. To lead on activities to develop the capacity and skills of Trustees, Officers and Volunteers, including recruitment, induction, training and succession planning.
7. To represent the Museum externally and promote the interests of the Society in the community.

#### Person Specification

In addition to the essential qualities for all Trustees, the role of Chair requires:

- Strong strategic thinking and proven leadership skills
- Tact, diplomacy, and the ability to engage and listen
- Excellent communication and interpersonal skills
- Fairness, impartiality, and discretion
- Experience of committee work
- Digital literacy

**Voluntary Role:** This is a voluntary role and does not constitute paid employment or a legal contract. Reasonable expenses will be reimbursed, but routine travel and subsistence costs are excluded.

**Reporting to:** Board of Trustees – under the Salcombe Maritime Museum  
Constitution the power to appoint the Chair and revoke such appointment sits with the Trustees.

**Location:** Combination of home and Museum-based work