

BEING AN EXECUTIVE COMMITTEE MEMBER – WHAT IS INVOLVED?

Role Title	Executive Committee member / Trustee
Charity	Eden Valley Museum Trust (Registered Charity No 1209505)
Charity's objects	The advancement of the education of the public in the history of Edenbridge, the Eden Valley and the surrounding areas in particular, but not exclusively, by the provision and maintenance of a museum.

What are Executive Committee members responsible for?

Executive Committee members take on the legal and financial responsibility for the activities of the Museum and maintain an overview of policy and strategic direction rather than being involved in day-to-day operation; where appropriate, members may also take on a line management responsibility for volunteers involved in a specific activity.

How would I benefit from being an Executive Committee member?

- Executive Committee members have the opportunity to get involved with the success of the Eden Valley Museum by contributing to its leadership, direction, policies and activities.
- Members also gain new skills and knowledge from working with a diverse group of individuals.

Are there legal responsibilities?

- Eden Valley Museum Trust (EVMT) is a registered charity (No 1209505) and each member of the elected Executive Committee is registered as such with the Charity Commission.
- In terms of personal liability, provided Executive Committee members have not acted dishonestly or fraudulently, and have accessed all reasonable means of support and guidance, it is unlikely that they will face personal liability which is, in any case, covered by the museum insurance.

What qualities and skills would I need?

- An understanding of and commitment to the Museum's objectives.
- Whatever specific skills, knowledge or experience can contribute to sound decision-making in the best interests of the Museum.
- The committee benefits from having members with experience in financial management, fundraising, human resources, or with a legal background.

How much time would I have to commit?

- Members are expected to attend five to six Executive Committee meetings per year (these are generally held from 7.00 pm to 9.00 pm at the Museum) as well as the Annual General Meeting (AGM) usually held in May.
- There would be additional time given over to the practicalities of fundraising and other tasks related to participation in specific functions.

What aspects of the Museum are Executive Committee members involved in?

Executive Committee members have a commitment to the Museum and its 'objects' as per the Constitution and a willingness to support its activities and functions.

They are familiar with the contents of the EVMT Constitution and Charity Commission guidance for Trustees: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Executive Committee members:

- ensure that the EVMT complies with its Constitution.
- are aware of official policies relevant to EVMT's purpose and the voluntary sector, and ensure EVMT keeps to the law, including the requirements of the Charity Commission.
- provide strategic direction, defining goals, setting targets, and evaluating performance against agreed targets.
- ensure EVMT's finances are properly managed.
- provide adequate financial resources for the Museum by fundraising and ensuring the efficient use of resources, in particular ensuring that all monies are applied to its objects, agreed plans and budgets.
- ensure that risks to the organisation, staff, volunteers, and visitors are at an acceptable level, are effectively managed and that the organisation is properly insured against all reasonable liabilities.
- effectively support, manage, and appraise staff.
- provide a service to the Trust membership, such as newsletters / talks / concessions.
- participate in other tasks as they arise and, where appropriate, take on responsibility for a specific function such as finance, fundraising, education, membership activities, and/or line management.

What training is available?

- Courses to increase effectiveness are available through the Museums Development South East: <https://southeastmuseums.org/>
- Further information on the training available can be obtained from the EVMT Chair.

Would I be entitled to expenses for costs incurred?

- Travelling expenses will be paid to members of the Executive Committee attending courses relevant to the activities of the Museum or engaged in other agreed activities in support of the Museum.

How are Executive Committee members appointed?

- Executive Committee members are elected by the Membership at the Annual General Meeting for a minimum period of one year, renewable annually; co-option can take place at any time.

Applying to join the Executive Committee

If you would like to become an Executive Committee member of the Eden Valley Museum Trust or would like further information, please email the Clerk to the Trustees at curatorial.coms@evmt.org.uk or telephone the Museum on 01732 868102