**WILTSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY**

*CHARITY NO: 1080096 COMPANY LTD BY GUARANTEE: 3885649*

**TRUSTEE RECRUITMENT – 2024**

We are looking to recruit Trustees to the Board of the Wiltshire Archaeological and Natural History Society (WANHS – the Society), which owns and operates Wiltshire Museum, Devizes.

Trustees help to plan and guide the future of organisations and we are looking for individuals who can bring their own perspectives and life experience to our independent charity as we work on the Assize for Devizes project.

Being a trustee should be rewarding, providing opportunities for personal development and bringing your skills and energy to our Board, but also, we hope, gaining new experiences, knowledge, and contacts. Effective trustee boards need a range of people with a good mix of skills and are diverse in as many ways as possible, including representation by people who have a real understanding of the needs to be met and those with good financial, business and management experience.

This year we are particularly looking for people who have campaigning, fundraising or advocacy experience or can represent our different local communities and represent a range of ages and backgrounds.

**Key responsibilities**

As a Trustee, your main role will be to help plan and guide the strategic future of the Society and Museum, especially as the development of the Assize Court building progresses. You will also ensure that we are accountable to both the Charity Commission and the public.

We expect trustees to actively contribute to the Trustee Board meetings. This includes:

* *Preparation*: reading Board and other papers which are sent out in advance;
* *Listening and questioning*: be willing to question and challenge, yet be supportive of other

people’s views and contributions;

* *Supporting decisions*: support the decisions of the Board, even when you may not have agreed with the decision;
* *Maintaining confidentiality*;
* *Agreeing* to fulfil actions between meetings;
* *Advocacy*: promoting and celebrating the Assize Court;
* *Diversity*: ensuring that equality, diversity and inclusion are at the heart of what we do.

For more information about what being a charity trustee involves, please read the Charity

Commission’s guidance - [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commissionA).

**Meetings**

There are usually five Board meetings each year, currently held at Wiltshire Museum, Long Street, Devizes, on Thursday evenings, starting at 6.30 pm (on-site parking is available). They usually last about two hours.

Occasionally additional meetings are required, alongside informal meetings and calls.

**Length of service**

Trustees can serve for a maximum of six years, in two three-year terms, elected at the autumn AGM. Trustees can stand down from the Board earlier if they wish.

**Person Specification**

All trustees should be able to demonstrate:

* a willingness to devote the necessary time, effort and commitment to the Society and Museum.
* high levels of personal credibility
* leadership skills
* skills, knowledge and experience that would positively benefit the Society and Museum.
* an ability to work effectively as a member of a team.
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, accepting the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* links to networks, e.g. community, business, professional, governmental

And will have:

* commitment to heritage, the community and Wiltshire.
* a pragmatic approach to decision making with the flexibility to react effectively to changing circumstances.
* excellent communication skills, and to be able to represent the Society and Wiltshire Museum effectively in the public arena.

In addition, Trustees are invited to use any specific skills, knowledge or experience to help the Board make sound decisions, and to take a pro-active interest in their particular areas of expertise.

**Diversity and representation**

We welcome applications from individuals from diverse backgrounds, and with lived experience that represent the diversity of our communities. We would especially encourage applications from people who are currently under-represented on our board:

* Individuals between the ages of 18-50
* Disabled Individuals
* LGBTQ+ Individuals
* Individuals from low-income backgrounds.
* Individuals from minority ethnic backgrounds

**Salary and Expenses**

Being a trustee is a voluntary unpaid role, although some appropriate expenses can be covered.

**Training**

All new Trustees will receive an ‘induction’, at which you will learn about the Society, Museum and collections, your responsibilities as a Trustee, and receive a tour of the Museum buildings. Further training on the role and responsibilities of Trustees can be arranged if required.

**Interested?**

Please tell us a bit about yourself and why you would like to become a Trustee of the Society, either by completing the application form, submitting a CV, a document explaining your background, a video or a recording.

If would like an informal discussion first about the role, or would like support or assistance with the application process, please contact us at: hello@wiltshiremuseum.org.uk

Please email your application to hello@wiltshiremuseum.org.uk, we will invite people for an informal discussion before confirming those who will be recommended to join our Board.