

HERTFORD MUSEUM:ROLE OF TRUSTEES

Trustees are responsible for ensuring that Hertford Museum is managed, administered and fulfils its obligations as set down in the trust deeds. The Statement of Purpose of the Museum is as follows:

Hertford Museum aims to collect, preserve and interpret evidence of the history of the county town and surrounding parishes in the District of East Hertfordshire for the interest, enjoyment and understanding of the local community and other visitors.

Specifically, each member of the Trust Board is required to ensure they carry out the following obligations as specified in charity law:

1. To ensure the Museum complies with its governing document and with all legal requirements
2. To maintain financial control and to ensure that the organisation spends money only on activities that are relevant to its objectives
3. To contribute actively to the Board in giving clear strategic direction, setting overall policy, defining goals and evaluating overall performance against agreed targets
4. To ensure financial stability of the Museum, protecting and managing its property and possessions and ensuring proper investment of the charity's funds
5. To draw up and monitor the implementation of internal policies which must include those that are legal requirements and/or necessary to ensuring the highest levels of professional standards e.g. equality and diversity, health and safety and key human resources policies such as those relating to grievance and the disciplinary process
6. To safeguard the good name and values of the Museum and to help maintain effective Board performance
7. To support the operational management of the Museum and to ensure effective administration in such areas as funding, premises and insurance
8. To appoint the Curator and be responsible for ensuring procedures of accountability are in place (e.g. performance management and pay review) and to respect the relative roles of employees, volunteers and other trustees

In addition, each trustee will use specific skills, knowledge or experience to help the Board reach sound decisions. These skills may include scrutinising papers, leading discussions, focussing on key issues and providing guidance on initiatives.

At all times, Trustees will carry out responsibilities in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.