

Your Museum needs YOU!

An integral feature of the Market Place and the Diss Heritage Triangle, the small but perfectly formed Diss Museum is appealing for volunteers to help with the work of this valuable local asset. Do you have an interest in local history and its people and see this as a legacy that needs to be protected and preserved?

The Museum depends entirely on volunteers without whom it would not function, from behind the scenes in the collection archives, to front-of-house stewarding during opening hours, and in many other unsung ways.

One of those ways is the Board of Trustees, who look after the running of the museum and who are now appealing for new trustees to help in this vital role. If you have some spare time to attend about four meetings a year and have experience in management or fundraising, or a marketing or media background, (or any other areas you think relevant) they would be pleased to talk to you about joining the current team.

Volunteers interested in being a part of all or any of this should contact Miranda Moore, Secretary to the Trustees on 01379 652707 or email mirandaclaremoore@yahoo.co.uk in the first instance.

Diss Museum Trustee role description

Role summary

Trustees have the ultimate responsibility for directing the affairs of Diss Museum, and ensuring that it is solvent, well-run and delivers the charitable outcomes for which it has been set up. In appropriate cases, Trustees may delegate roles and responsibilities to non-Trustees. This role is voluntary and unremunerated. Expenses may be paid for costs incurred carrying out authorized work on behalf of the museum.

Main responsibilities of the role

- ◆ To contribute to the development of Diss Museum's business strategy and forward plan, including establishing running costs for the museum.
- ◆ To contribute to the development and delivery of a fundraising strategy for the museum, to ensure its financial sustainability.
- ◆ To participate actively in fundraising for the museum, including developing relationships with donors, holding fundraising events and managing donor information.

- ◆ To be an advocate for the museum, raising its profile locally, nationally and internationally.
- ◆ To ensure the museum has HR policies and procedures in place to enable the museum to recruit and retain staff/volunteer with the skills, experience and knowledge required to undertake the operational management of the museum and care for the collection.
- ◆ To manage property care and maintenance for the museum, including negotiating the terms of property maintenance contracts with the town and county council and other relevant bodies and managing any property matters that are the responsibility of the trust.

General responsibilities of a trustee

In addition to the responsibilities already outlined, trustees have the following general responsibilities:

- ◆ Ensure that the museum complies with all relevant legislation and regulations, in particular ensuring that Diss museum prepares and submits its reports, annual returns and accounts as required by law.
- ◆ Ensure that the museum complies with the requirements and rules set out in its governing documents and ensure that the museum applies its resources exclusively to pursuing its objectives.
- ◆ Contribute actively to the board of trustees' role in giving firm strategic direction to the museum, setting overall policy, defining goals, setting objectives and evaluating performance against objectives.
- ◆ Ensure the effective and efficient management and administration of the museum.
- ◆ Ensure the financial stability of the museum and the proper investment of the museum's funds.
- ◆ Keep informed about the activities of the museum and wider issues which affect its work.
- ◆ Act with integrity, and avoid any personal conflicts of interest or misuse of the museum's funds or assets.
- ◆ Use specific skills, knowledge and experience to help the board of trustees reach sound decisions.

Time commitment

The Trustee Board meets 4 times a year for scheduled meetings and once for the AGM. Other relevant meetings may be held as required.