



East End Women's Museum Trustee Role Description

Post: Trustee

Responsible for: Museum staff

Salary: Voluntary position

Duration of service: 1 year from appointment – renewable

Required commitment: Monthly meeting plus 3 hours work time per week / 12 hours per month

About us

The East End Women's Museum is a public history project established in 2015 to record, share, and celebrate women's stories and voices from east London's history. We put on events, exhibitions, and make resources for schools and researchers to use.

We aim to:

- Research, record, and represent women's histories from across east London.
- Challenge gender stereotypes and offer new role models for girls and young women, (especially those from marginalised groups).
- Build a long lasting resource for historians, schools, and community groups.
- Create opportunities for women and girls to gain new skills and the confidence to tell their own stories.
- Inspire and encourage civic participation, local activism, and community action.
- Support teachers, researchers, and other museums to uncover and include women's stories.

We are currently working towards opening the East End Women's Museum in a permanent home in Barking in 2020. After a busy year in 2018 delivering exhibitions and events across three east London boroughs, our focus for 2019 – 2020 will be firmly on fundraising and business planning, consultation and outreach, developing our permanent exhibition and designing the space.

In 2016 we became a Community Interest Company with a small board of three directors. In 2018/19 we aim to secure charity status and we are recruiting a group of people who will be ready to become trustees as soon as that occurs. Our goal is to recruit enough people for a board of 7 – 8, including the three current directors.

We currently have two part-time staff, and we are seeking trustees who are willing to work closely with them and take a collaborative, hands-on approach to the project.

About the role of trustee

- Seeks to ensure that the charity complies with its governing documents, charity law and any other relevant legislation or regulation
- Ensures that the charity applies its resources exclusively in furtherance of its objects and in the most efficient way
- Maintains a long term overview of the organisation and its work
- Makes strategic and major decisions about the organisation's objectives, policies and procedures
- Monitors performance and ensures appropriate action is taken when required

What being an East End Women's Museum trustee will involve

- Embracing the East End Women's Museum vision and working towards it
- Following the museum's governing documents and core organisational policies
- Contributing constructively to, and sharing responsibility for, the board's decisions
- Adopting a collaborative approach to working with staff and other trustees
- Agreeing strategic goals and annual budgets with museum staff
- Providing supervision and support for the Museum Coordinator
- Carrying out desk-based research and preparing documents in between meetings as required
- Attend board meetings and away days
- Preparing for meetings by reading the relevant papers
- Declaring a conflict of interest on any relevant agenda items
- Treating information received in your capacity as a Board member confidentially both within the organisation and externally
- Being prepared to promote and represent the museum

What we will ensure that all board members receive:

- Reimbursement of incidental expenses, including travel, childcare and other associated costs associated with attending meetings and events
- Board papers seven days in advance of a meeting

Knowledge, skills, and experience required

Trustees must have **at least one** of these areas of expertise:

- HR and personnel
- Buildings and capital project management
- Legal
- Corporate planning and business/commercial development
- Fundraising
- Finance



Personal attributes required

- Commitment to women's rights, gender equality, and social justice
- Interest in east London's history
- Commitment to diversity and inclusion
- Collaborative approach
- Negotiation and decision-making skills
- Tact and diplomacy
- Integrity and commitment to transparency
- Open to feedback with an interest in continuous learning

How to apply

Please submit a completed application form via email to Sarah Jackson at eastendwomensmuseum@gmail.com by 12pm on Monday 10 September 2018.

Interviews will be held via Skype in the week commencing Monday 1 October 2018. If you know you are not available on this date please let us know when you apply.

If you have any queries about the role please contact Sarah Jackson on eastendwomensmuseum@gmail.com.