

Job description

Trustee of the Museums Association (MA)

Role: To ensure, jointly with the other trustees, that the MA acts in accordance with its constitution and to manage its activities in furtherance of the objects set down in that constitution.

Note: The MA is registered as a charity and a limited company. Every trustee is also a director of the company and has legal responsibilities and potential liabilities in each capacity.

General responsibilities:

- Setting the strategic direction of the MA and monitoring its performance
- Ensuring that the MA complies with its Articles of Association and all applicable legislation and regulations
- Ensuring that the MA pursues its objects as defined in the Articles
- Ensuring that the MA applies its resources exclusively in pursuance of its objects
- Ensuring the financial stability of the MA
- Ensuring the effective and efficient administration of the MA
- Protecting and managing the assets of the MA
- Contributing to the formulation of policy and overseeing its implementation
- Safeguarding the good name and ethos of the MA.

Specific duties:

Collective

- Monitoring performance against the MA's Business Plan 2011-14
- Approving annual budgets and monitoring progress against them
- Contributing to and approving the annual report and accounts
- Appointing the Director and monitoring his/her performance.

Individual

- Attending and playing an active part in the trustees' meetings
- Exercising due care and attention and using reasonable skill in dealing with the MA's affairs
- Using knowledge and experience to help the trustees reach sound decisions
- Taking the lead in activities where the trustee has specific knowledge
- Avoiding unauthorised conflict of interests
- Sitting on and chairing committees as required.