****

**Sheffield Museums**

Associate Trustees role description and person specification

1. **The roles and responsibilities of being an Associate Trustee**

The Board of Trustees is the governing body of Sheffield Museums Trust. Board members are both charitable trustees and directors of a company limited by guarantee and their activities are governed by both charity and company law.

Trustees are responsible for the overall governance and strategic direction of the charity and act with care and skill to monitor performance and ensure that the charity is sustainable, well-run and delivers against its charitable objects.

By contrast, the Associate Trustee role is developmental and is designed to build knowledge and experience of governance in the cultural sector. While the activities of the Associate Trustee are not defined by charity or company law, all Associate Trustees are required to sign a confidentiality agreement whereby they agree not to use or disclose confidential information in whatever form to any third party.

Associate Trustees will take part in a 12-month programme that introduces Sheffield Museums and our principles of governance. It will include,

* Attendance at and participation in full Board meetings
* Attendance at and participation in designated Committee meetings
* Attendance at and participation in the Board Away Day
* Half-day governance and finance training
* Support from a Trustee Mentor
* A short induction programme where Associate Trustees visit sites, meet Heads of Service and colleagues across departments and find out more about how the museums are governed and managed

Throughout the 12 months, Associate Trustees will be encouraged to share their learning with each other and their Mentors on a regular basis. At the end of the year, Associates will also be invited to present their feedback at a full board meeting.

1. **Board meetings**

Associate Trustees will receive confidential meeting papers in advance of each Board meeting and in advance of their designated Committee meetings. Associate Trustees are invited to play an active part in meeting discussions. However, should the situation arise where Trustees are asked to vote on a decision, Associates Trustees will not be able to take part in the vote.

1. **Person Specification**

Collectively, the board of Trustees needs skills and experience in a wide range of areas including business planning, charity finance, income generation and commercial enterprise; local government and arms-length bodies, museums and culture, learning and community engagement, communications and digital strategy.

Associate Trustees will demonstrate:

* A passion for museums and an understanding of their purpose and value in supporting the well-being of the city and its people.
* The ability to act as an advocate for our work
* A connection to Sheffield and South Yorkshire.
* A commitment to a 12-month development programme including attending pre-agreed Board meetings and Committees and developing their knowledge of museums and skills in governance
1. **Terms**

Associate Trustee roles are unpaid, but reasonable out of pocket expenses will be reimbursed. Associates are appointed for a 12-month term. The time commitment will average four hours a month.

Associates Trustees are invited to attend and participate in all Board meetings and attend a wide range of events and exhibition launches. Associate Trustees will also be invited to attend some of the Committee meetings in order to develop a broad understanding of charity governance. They will maintain regular contact with their Trustee Mentor through their 12-month term.

As part of the induction, Associate Trustees will have the opportunity to meet the team, visit the sites and find out more about our work. There will also be opportunities to take part in training and development throughout their tenure.