

Chard Museum
TRUSTEE RECRUITMENT PACK
Charitable Incorporated Organisation (CIO)
Charity Number 1190620
TREASURER September 2025



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1. Introduction

Thank you for your interest in finding out more about becoming the **Treasurer of** Chard and District Museum. This pack provides you with an introduction to the Museum and outlines our future planning.

Prior to the pandemic, Trustees had volunteers began planning a major re-development of the Museum called '50 Years and Beyond'. Part of this was to provide a new space for temporary exhibitions, activities, events and workshops. This was to make best use of our extensive site and to create a more visible presence in the local and wider community.

Supported by Heritage Specialists we have taken stock of the work already done, revisited our business strategy, and are planning our approach to a major capital redevelopment to set us on course for the future.

We have identified major transformational opportunities to create a far more welcoming physical face to the Museum, make much better use of the site to welcome in the community, provide vastly improved facilities, and work with the community on identifying and telling relevant narratives about the lived experience of the local people in inspiring new displays. This redevelopment will be key to the Museum's future success.

To help us take the Museum forward and plan our future operation we are seeking to appoint a new Treasurer. We are looking for individuals who can support all aspects of the work of the Museum. We are looking for an individual with diverse skills and experience.

We hope that after reading this information you will feel encouraged to find out more and apply to join our Board.

2. The Museum

Chard and District Museum is in a Grade 2 listed building named Godworthy House. Next door is the former New Inn. The Museum is located on High Street in Chard (A30) about 400 metres west of the town centre. The accredited Museum opened in 1970 and includes Knight's Barn, a field and the pub skittle alley to the rear.

Displays throughout the Museum have been added to over the years. They contain several items of regional and international importance. Godworthy House illustrates the history of Chard with a major display devoted to John Stringfellow, a pioneer of steam powered flight. Margaret Bondfield is celebrated. Margaret was the country's first woman Cabinet Minister in 1929. Photographs from the Museum archive may be viewed on a screen. The featured display is changed regularly.

The New Inn contains the cider room with a horse powered apple crusher believed to be the only one of its kind in any museum. Various dairy artefacts are also displayed. The original public bar reconstructs the Old Kitchen alongside associated domestic equipment from

earlier decades. Currently there is also a mid 19th century schoolroom. Upstairs there is a display of Chard Carnival costumes.

The former skittle alley contains a reconstructed forge, wheelwright and carpenter's workshop from the Allen family business once at Tintinhull.

Knight's Barn holds examples of Denning agricultural machinery. This is amongst other exhibits There is also a lace making machine as used in Chard's lace mills. Our Collections and Exhibitions team change displays regularly. In 2025 two temporary exhibitions, Denning and Co and Numatic were available for visitors.

3. Mission, Vision and Purpose

Chard and District Museum operates under the strap line 'uncovering and maintaining yesterday's heritage, history and hidden stories'

We achieve this by building the Vision of *'building a resilient and sustainable Museum that excites different and diverse local communities to share and understand their local history and heritage'*.

Our Purpose is to:

'To provide a sense of community and place celebrating our collective heritage by offering innovative ways to learn about the history of Chard and surrounding areas. We can achieve this by preserving the past, help shape an understanding of the present and inspiring future possibilities. We will unearth history hidden in people's attics, filing cabinets and memories'

and our Mission is to:

'nurture pride and ownership of our Museum as a vital part of the town's heritage and culture ensuring that future generations can learn from the past'

With a Vision of:

'connecting with our local communities to explore the hidden stories and heritage of Chard and the surrounding area'

4. The Governing Body

The Museum is constituted as a Charitable Incorporated Organisation (CIO) and is governed by a Board of Trustees. The Trustees are legally responsible for ensuring that the Museum is solvent, well-run, and delivering its charitable objectives. The CIO can have up to 10 Trustees on its board.

The Trustees are committed to diversifying the Board in order to better reflect our local communities and audiences and bring new insight and relevance to the Museum. We therefore actively encourage people of diverse ages, gender, background and abilities to

consider putting themselves forward for this role.

Trustees are not paid, but reasonable expenses can be reimbursed if agreed in advance. Remuneration for specific professional services may be agreed in certain situations.

All Trustees are collectively responsible for the decisions and management of the CIO. The role of the Trustees is to:

- Take ultimate responsibility for directing the affairs of the CIO, and to do so with innovation, creativity, ambition and appropriate challenge.
- Ensure the CIO has a clear vision, mission and strategic direction and is focused on achieving these as the CIO develops.
- Act reasonably and prudently in the best interests of the CIO, never in pursuit of personal interests or the interests of another organisation. Meeting the legal obligations common to all Trustees.
- Act as guardians of the assets owned and managed by the CIO, both tangible and intangible, taking due care over their security, deployment and proper application

5. Overview of key Trustee Tasks and Duties

Accountability, Legal and Financial Duties

- Report on the Museum's activities, including the achievement of 'public benefit' as a registered charity.
- Ensure the CIO complies with its governing document, charity law, company law and any other relevant legislation or requirement.
- Ensure compliance with external funder conditions and service contracts.
- Ensure that the charity's governance is of the highest possible standard, and that it is openly and transparently accountable to funders, customers and stakeholders
- Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.

Policy and Planning

- Contribute actively to the Board of Trustees in giving firm strategic direction to the organisation, setting policy, defining objectives and agreeing targets and

evaluating performance.

- Approve and review the Museum's Business Plan, focusing on key issues and providing informed guidance on new initiatives.
- Identify new sources of funding opportunities to maximise income generation within the Museum and encourage an ethos of entrepreneurialism.
- Ensure that all significant risks associated with the Museum's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.

Advocacy

- Safeguard the good name and values of the Museum and the CIO.
- Promote Chard and District Museum, its activities and its needs to the public, private and voluntary sectors to enhance the Museum's profile and assist with its fundraising activities.
- Act as an enthusiastic and well-informed ambassador for Chard and District Museum at all times.

Employment and Human Resources Duties

- Oversee the recruitment of the Heritage Specialists, staff, volunteers and contractors.
- Ensure the safe and efficient use of premises for staff, volunteers and the public, in-line with its Health and Safety Policy.

Sub-Committees, Working and Task and Finish Groups

- Trustees may be expected to take part in Sub-Committees, Working and Task and Finish Groups to deliver specific functions in greater detail and particular time-limited tasks. According to their expertise and skills, they may be expected to take lead responsibility in particular areas of work or policy, including mentoring Museum staff.

For more details of the specific legal obligations of Trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications [*CC3a The Essential Trustee: An Introduction and CC3 The Essential Trustee: What you need to know*](#).
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6. Trustee Roles and Skills

All Trustees should have an ability to think strategically, focusing on major issues, while optimising and supporting the realities and practicalities of managing an independent charitable heritage organisation. Examples potentially include:

- Well-developed and effective networking skills in a range of contexts and situations
- Established networks that bring positive benefit to Chard and District Museum
- Effective inter-personal communication and advocacy skills
- Willingness to take on and deliver agreed projects and areas of activity
- Commitment to the Museum's vision
- Develop respect amongst stakeholders and decision-makers in the Museum and local public and private sector organisations
- Ability to command the respect of volunteers, and Museum users
- Willingness attending Trustee meetings and occasional events when organised

7. Trustee Opportunities: Roles and Skills -Treasurer

The Treasurer has responsibility for the financial strategy and financial management of the Trust. In addition to the common duties and responsibilities of a Trustee (point 6), the Treasurer's responsibilities are to:

- Ensure the effective and efficient financial management of the Trust.
- Working with the Secretary and Chair, ensure that the Trust complies with the governing document, charity law, and any other relevant legislation or regulation in respect of financial matters.
- Ensure that the Trust applies its resources exclusively in pursuance of its charitable objectives.
- Provide the Trustees' meetings with relevant up-to-date financial information.
- Ensure the proper investment of the Charity's funds within Charity Commission Guidelines.
- Prepare Annual Accounts, ensuring the Trust remains as a 'going concern'.

8. Eligibility

Trustees will be expected to abide by the [*Nolan Seven Principles of Public Life*](#) (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership). For more details of the specific legal obligations of Trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications [*CC3a The Essential Trustee: An Introduction and CC3 The Essential Trustee: What you need to know \(September 2023\)*](#).

The law places certain restrictions on becoming a Charity Trustee. These include:

- being over the age of 18
- not been removed from trusteeship of a charity by a Court or the Charity Commission
- not been disqualified under the *Company Director's Disqualification Act 1986*
- not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)

9. Time Commitment

Normally, the Full Board meets 6 times a year. A Management Group has been established that meets monthly to link strategic and operational activity.

In future we anticipate or hope that all Trustees will be involved in specific project activity and sub-committees in addition to full board meetings.

The Constitution identifies that Trustees must attend a minimum of 4 meetings / year. Before making an application, please think carefully about your availability now and in the future.

Trustees are asked to commit to an average of three years on the Board, with the option of serving for a further two terms.

10. How to Apply

You are warmly invited to express your interest in becoming our Treasurer (in confidence) by submitting your CV and a brief covering letter highlighting why you would like to apply for this role as discussed in this Recruitment Pack. Please explain how you feel you can contribute to the sustainability and development of the Museum. To find out more about the role you are also welcome to contact our current Chair, Howard Bailey (howard.bailey@chardmuseum.co.uk) or Secretary, Sara Dowell (sara.dowell@chardmuseum.co.uk) for an informal discussion.

If you would like to visit the Museum for an exploratory visit, please contact the Museum Secretary, Sara Dowell at sara.dowell@chardmuseum.co.uk or simply turn up and make an independent visit.

Please visit our website: www.chardmuseum.co.uk to learn more about us.

Our most recent Annual Report can be seen on the Charity Commission website under 'find charities' Charity Registered Number 1190620.

The Museum is presently reviewing many of its Policies and Procedures. They are held on the Museum's shared drive and many can be found on our website accessed via the bottom of the [Home Page](#).

Letters of Application and your CV should be emailed to Sara Dowell

(sara.dowell@chardmuseum.co.uk)

Induction Programme:

This Recruitment Pack provides significant information about Chard and District Museum. Additional material can be found on our [Website](#). Hopefully you will also take advantage of having an informal discussion with the Chair or the Museum Secretary.

In addition, an Induction Pack will be provided when an Application Letter has been received. This will include:

- Museum Prospectus 2025 – 2028
- Updated Organogram of the Museum's structure
- Copy of the last Trustee meeting Minutes
- Latest Financial Report and Accounts
- Business Plan 2025-2028
- Short biographies of our existing Trustees
- Dates for future Trustee meetings and Museum activities
- Example(s) of Recent media coverage
- Examples of marketing and promotional collateral
- Access to the Shared Drive and a guide to where key documents etc. are held
- Evaluation Report (February 2025) of Phase 2 Resilience through Spaces and Stories
- Opportunity to visit the Museum for an informal discussion