



TRUSTEE APPLICATION PACK

We are looking for up to three people with substantial experience in the museum, arts or heritage sectors to join our Board of Trustees. This is an exciting time to join the museum as we deliver on our 10-year masterplan to transform the museum into the Food Museum (previously the Museum of East Anglian Life). The roles are voluntary and are not remunerated although reasonable travel expenses may be paid.

About the Food Museum

With 17 historic buildings set in 84 acres of countryside, the Food Museum is a visitor attraction and the largest independent museum in Suffolk. The museum is an educational charity and a social and cultural enterprise supporting the community. We care for over 40,000 objects representing everyday life and industry in East Anglia. Our collection has a particular focus on the production of food and social history relating to it, reflective of the region's strong agricultural character. We are a National Portfolio Organisation supported by Arts Council England – one of only 57 museums across the UK to achieve this status.

We aim to enrich people's lives, encouraging enjoyment, learning and participation through our public programme, training and volunteering schemes. We hold events throughout the year, family activities during the holidays, a programme for schools, social prescribing and community-focused initiatives. We are a space for people to be active, learn new things, look at the world differently, make friends and give something back. You can find out much more about our activities on our website <https://foodmuseum.org.uk/>

Vision

Our vision is that people are inspired by the past to make positive change in their own lives.

Mission

Our mission is to connect people with where our food comes from and the impact of our choices: past, present and future.

- **Ideas:** we use our collection to engage people with issues that are relevant to them.
- **Identity:** we reflect and celebrate the region and its communities; we inspire local pride.
- **Impact:** we promote wellbeing for people and the planet.

Values

- *Relevant:* we engage people with our collection and how it relates to their lives.
- *Open-minded:* we challenge ourselves and others.
- *Collaborative:* we build partnerships; we actively involve people.
- *Sustainable:* we work towards a sustainable world.
- *Pioneering:* we want to be recognised nationally as a museum with a focus on food.

The museum's future plans

The museum is delivering an exciting 10-year masterplan (2018-2028) to develop as the Food Museum. We have completed the first phases by:

- Developing the 'Grow' Area with a new orchard, Farm Barn activity space, enhanced animal and crop areas.

- Refurbished the Bone Building to create new interpretation for some of our larger objects, a purpose built kitchen area and an environmentally controlled exhibition space for annual exhibitions.
- The late 18th century Alton Watermill has been restored back to working condition and will operate for demonstrations as well as milling our own flour.
- A River Sculpture Trail has been created with eight natural art installations as part of the 'River for All' project.

We are currently applying for additional funding towards a complete redevelopment of the site to refocus its interpretation and revitalise the visitor experience in line with its vision, mission and values.. Our latest annual accounts are available online.

Role description: Trustee

What is expected of Food Museum trustees?

Trustees use their skills, expertise and experience to support the museum, helping us to achieve our strategic aims. Trustees also often learn new skills during their time on the board. Being a trustee means making decisions that will impact on people's lives. Given the scope of activity and influence of the Food Museum, we directly impact our local communities and society as a whole.

Key expectations of trustees are to:

- contribute – help where possible and offer the benefit of their expertise to support the museum
- attend meetings and other events – take part in discussions and make decisions, prepare fully for meetings by reading papers, listen to other people, challenge sensitively and respect diversity, be fair and open
- act jointly and accept a majority decision – make decisions collectively with the other the trustees and stand by them, respect confidentiality
- have an up-to-date knowledge of the museum – understand how the museum works and the environment within which it operates
- take advice – seek and consider professional advice on anything about which the trustees do not have expertise themselves

Trustee responsibilities:

- Ensure that the museum's assets (its property, land, collection, people, etc.) are used towards meeting the charitable objectives.
- Be responsible, along with the other trustees, for the success of the museum: set the strategic aims, ensure that necessary resources are in place to meet them and monitor performance. Review and approve the business plan, budget and programme.
- Define the values and standards of the museum, including the mission statement and policies. Once the board has agreed on strategy and policies, it defers responsibility for execution to the executive and assumes a monitoring role, challenging and supporting the museum's director and management team.
- Ensure transparency and accountability in the museum's activities being mindful of the support from public funds.
- Regularly review and consider the risks to the museum's success and future.

Person Specification:

It is essential that trustees should:

- Have the ability to see the bigger picture and think creatively
- Have a commitment to enabling equality and diversity
- Be willing to learn and open to new ideas

- Be able to listen, talk to and get on with other people

It is desirable that trustees have:

- An interest in museums and heritage.
 - A strong personal network
 - A specialism in one of the areas we have highlighted as needing support (see the FAQs)
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Application process FAQs

What is the board and what is its role?

The Board of Trustees consists of between 3 and 15 people from varied backgrounds who jointly take responsibility for ensuring that the museum is well-run and that it delivers its charitable aims. Our charitable object, as defined in our governing document, is:

To advance the education of the public in the area of East Anglia in its social, cultural, industrial and technological heritage, as well as on health and wellbeing and nature and the environment, by the provision of a Museum that connects the people with where food comes from and the impact of our food choices: past, present and future.

What is our formal governance structure?

The Food Museum is a Company Limited by Guarantee (CLG) with charitable status. The museum also has a wholly-owned subsidiary, the Stowmarket Museum Trading Company Limited.

Who can be a trustee?

Membership of the Board of Trustees is open to all adults over 18, unless you:

- Have an unspent conviction for an offence involving dishonesty or deception (e.g. fraud).
- Are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor.
- Have been removed as a company director or charity trustee because of wrongdoing.

The museum actively encourages applications from those who are traditionally under-represented in such roles and aims to ensure that our organisation reflects our local community and delivers our inclusion agenda. The most desirable qualities in a trustee are a commitment to the museum, and the ability to contribute towards the delivery of its aims.

How long would I need to serve?

Trustees serve 3-year terms up to a maximum of three terms. New trustees are expected to make a commitment to serve 3 years initially. All new trustees will have a 6-month probationary period.

How much time does it take up?

We estimate a minimum time commitment of 10 days per year. The Board meets four times a year for formal meetings. In addition, there are three social events in the museum calendar for volunteers where Trustee attendance is encouraged and an annual financial meeting. In addition to formal meetings, trustees are encouraged to take a deeper interest in an aspect of the museum's workings. Trustees spent an average of 65 hours on museum business last year. Trustees commit to serving a term of three years, which can be renewed up to a maximum of nine years.

Are we looking for anything in particular?

We welcome applications from people with a wide range of skills and experience, and from diverse backgrounds. At present, we are looking particularly for trustees with substantial museum, arts or heritage experience to replace two trustees who have come to the end of their terms of office.

Can I talk to someone about the role before I apply?

Please get in touch with our Deputy Chair, Vanessa Trevelyan on enquiries@vanessatrevelyan.co.uk if you would like an informal chat about the role.

How to apply

To make an application please complete this form:

<https://www.surveymonkey.co.uk/r/JHCC9QS>

The closing date for applications is 25 **July 2022**. Shortlisted applicants will be invited for an informal interview with the trustees in the week of 8 August **2022**.

Appointments will be made subject to receipt of satisfactory references.