

Role	Chair of the Birmingham Pen Trade Heritage Association
Purpose of the Role	The Chair will hold the Board and Museum Manager to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.
Hours and Commitment	Six Board meetings per year. Additionally, the Chair is expected to have regular meetings with and supervise the Museum Manager and also represent the Charity at various events and meetings with key stakeholders. Day to day commitment will vary depending on circumstances but an average of three days per month is a realistic commitment. This time would normally be expected to include a monthly monitoring visit to the Museum. The role is voluntary without remuneration.
Accountable To	Members of the Association.
Main Tasks and Responsibilities	<p>To lead the Board of Trustees to set and implement a clear and ambitious strategy to secure the future of the museum collection.</p> <ul style="list-style-type: none"> • To ensure the robust economic management of the Association including clear budget setting, monitoring, and evaluating financial performance and the implementation of a clear fundraising strategy • Support and offer guidance to the Museum Manager, including through agreeing objectives and assessing performance, and ensuring that management responsibilities are clearly defined. You will often be the first 'port of call' for the Museum Manager where they need guidance or support in ensuring the smooth running of the Museum. • Responsibility for annual leave approval for the Museum manager and confirming with Secretary. • Ensure the effective and efficient administration of the Association and its financial sustainability with the support of Trustees. • Take a leading and high-profile role in the advocacy of the Association, promoting it to a wider audience, and serving as a spokesperson for the Association as required. • Ensure the concerns and comments of the board, and other key stakeholders are addressed. • Ensure good relationships with the Association's staff, volunteers, stakeholders, and customers. • Safeguard the good name and values of the Association. • Ensure trustees are committed and actively involved, using their skills, in assisting the delivery of the Museum 's vision and as part of that the Business Plan. <p>Ensure good governance in line with best practice and the expectations of the Charities Commission.</p> <ul style="list-style-type: none"> • Plan and chair meetings of the board of trustees, ensuring that it functions effectively and performs its duties, establishes

	<p>appropriate committees, annually reviews its performance, and monitors the implementation of its decisions.</p> <p>Meet the legal obligations common to all trustees and ensure that trustees understand their responsibilities.</p> <ul style="list-style-type: none"> • Address any conflicts of interest among trustees and, ensure that all trustees have access to appropriate induction, advice, training, development, and information relating to their role. • Collaborate with trustees to plan board succession, openly and widely recruiting diverse trustees with relevant skills and experience. • Ensure Trustees are both committed and actively involved in delivering the Museum's vision and, as part of that the Business and Activity Plan
Agreement	I agree to perform all the duties of the role profile to the best of my ability and to comply with the Volunteer Code of Conduct when at the Museum and in my dealings with all volunteers and visitors at the Pen Museum.
Name	
Signature	
Date	