

# Role Profile: Trustee – Pen Museum

**Position Title:**

Trustee (Board Member)

**Organisation:**

The Pen Museum

An independent, volunteer-led charity preserving and promoting Birmingham's unique pen-making heritage.

**Location:**

Birmingham, with hybrid involvement (in-person meetings with remote engagement as appropriate).

**Time Commitment:**

Approximately 1 day per month (including bi-monthly Board meetings, sub-group or project work, and occasional events).

**Remuneration:**

This is a voluntary position.

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**Purpose of the Role**

As a Trustee of the Pen Museum, you will help ensure the charity is well-run, sustainable, and delivering public benefit in line with its charitable objects. Working collectively as part of the Board, you will contribute to the strategic direction, good governance and oversight of the museum's operations and fundraising needs within your networks.

This is a hands-on, rewarding role in a small, passionate organisation. Trustees bring their individual skills and perspectives while sharing collective responsibility for the success and sustainability of the Museum.

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**Key Responsibilities****1. Governance and Oversight**

- Ensure the Pen Museum complies with its governing document, charity law, and other relevant legislation and regulations.
- Uphold the charity's values and ensure it is well-managed and properly governed.
- Attend and participate in Board meetings (held quarterly), reading papers in advance and contributing to discussions and decision-making. Be prepared to Chair meetings in the Chair's absence if required
- Help assess and manage strategic and operational risks.

**2. Strategic Planning and Direction**

- Contribute to the development and review of the museum's strategic plan.
- Monitor delivery of objectives and support long-term sustainability.
- Provide guidance and challenge to ensure decisions align with the museum's mission and charitable objectives.

**3. Financial Stewardship**

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- Ensure the charity's financial health, including approval of budgets, monitoring financial performance, and oversight of fundraising plans.
- Support efforts to secure new funding, sponsorship, and partnerships.

## 4. Support for Staff and Volunteers

- Act as a supportive and constructive critical friend to the Museum Manager and volunteer team.
- Where appropriate, participate in working groups or offer hands-on support in areas of expertise.

## 5. Advocacy and Ambassadorship

- Represent the museum externally to stakeholders, partners, and the wider public.
- Promote the museum's work, heritage value, and fundraising needs within your networks.

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## Person Specification

### Essential

- A commitment to the mission and values of the Pen Museum
- Willingness to devote the necessary time, effort, and attention
- Ability to think strategically and contribute to collective decision-making
- Integrity, sound judgment, and a collaborative approach
- Willingness to support fundraising and sustainability initiatives

### Desirable

- Skills or experience in one or more of the following areas:
  - Collection Management/Interpretation
  - Marketing, digital, or public engagement
  - HR or volunteer management
  - Fundraising and income generation
  - Museum/heritage sector
  - Operations within a visitor attraction
  - Finance/accounting
  - Legal or governance
- Experience working in or supporting small charities or volunteer-led organisations
- Local knowledge or connection to Birmingham and its heritage

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## Legal Duties of a Trustee

As defined by the Charity Commission, Trustees must:

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1. Ensure the charity is carrying out its purposes for the public benefit.
  2. Comply with the charity's governing document and the law.
  3. Act in the charity's best interests.
  4. Manage the charity's resources responsibly.
  5. Act with reasonable care and skill.
  6. Ensure the charity is accountable.
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### **Term of Appointment**

- Trustees are appointed for an initial term of three years, renewable for three further terms of three years.