

## **The Story Museum Chair Appointment Role Description and Person Specification**

The Chair leads the Board, ensuring that it governs the Museum effectively. The Chair is responsible for guiding the Board in pursuit of the Museum's vision and mission. The Chair leads in an inclusive way, supporting the Board to work together to provide support and challenge to the staff and organisation. The Chair is an ambassador for the Museum, supporting the Director in public facing events, including with potential and current major donors and sponsors.

### **The responsibilities of the Chair include:**

- Alongside the CEO, providing leadership for the organisation, embodying its values and advocating for its mission.
- Providing leadership for trustees in fulfilling their role as custodians of the Museum's mission and strategy
- Supporting the charity's fundraising team in identifying prospects and making the case for continued support from individuals, businesses and grant-making bodies
- Agreeing agendas for Board meetings with CEO
- Chairing Board meetings
- Ensuring that decisions and actions agreed at meetings are executed in a timely fashion.
- Supporting and supervising individual Trustees through a process of regular review.
- Participating in the recruitment and appointment of new Trustees and overseeing their induction.
- Sitting on appointment and disciplinary panels as required and in accordance with the Museum's policies
- Providing the Chair's commentary for the Annual Report
- Chairing the AGM
- Attending necessary training as set out in the Board development plan, e.g. Safeguarding and on areas of strategic priority
- Membership of Board sub-committees, by agreement: Finance and Estates, General Purposes, Nominations.
- If requested by the CEO, to be available as a spokesperson, working to a brief.

### **Person specification:**

In addition to the qualities needed by all trustees - including honesty and integrity - the Chair should also have the following:

- Corporate leadership experience at a board level (private or public sector)
- Experience of chairing Board meetings with an excellent knowledge of governance.
- Proven ability of helping to define, support and/or drive the strategic direction.

- A proven track record in stakeholder engagement, with a willingness to engage directly with funders, being mindful of TSM's status as an NPO.
- Ability to listen, to consult and ultimately to be decisive.
- Ability to delegate effectively.
- Experience of monitoring progress against objectives and milestones.
- Experience of building networks and connections with a view to raising funds for charities and good causes across the not-for-profit sector.
- An experience and understanding of charity finance with the ability to monitor and interpret financial data.
- A passion and commitment to the values, purpose and activity of The Story Museum
- Professional or personal experience in one or more of the following: children's story in its widest forms, publishing, education, media, the museum sector, arts, heritage and culture
- Being within reach of Oxford and Oxfordshire will make fulfilling the role easier.

#### **Commitment, Schedule and Expenses:**

- **Time commitment** (Estimated at 1 – 2 days per month)
- This is a voluntary position, but reasonable expenses are reimbursed.
- Attending and chairing quarterly Board meetings, with additional time for reading paperwork and communications.
- Attending occasional strategic workshops and meetings with fellow Trustees and staff team
- Attending specific quarterly committee meetings with relevant time for preparation.
- Attending and chairing the AGM.
- Regular routine meetings with the Museum Director.
- Pattern of meetings with individual board members to review role and contribution to the board.
- Be prepared to be an active supporter of the Story Museum including attending special events such as Exhibition openings and fundraising receptions.