

Senhouse Museum Trust

Clerk to the Trustees – role description

Updated February 2021

Role Title	Clerk to the Trustees
Where the role is based	This is a largely virtual home-based role. That said, the role will require attendance at Trustees meetings (four meetings / year) with the possibility of an occasional additional meeting.
Role purpose	To carry out the admin associated with Trustees meetings.
Frequency	It is anticipated that role will require approximately two hours before every meeting and half a day following a meeting. Meetings usually last half a day but can be longer depending on the agenda.
Actual hours	This is a flexible role that can be fitted around other commitments. It is expected that the role will require 50 hours annually. The role could grow if the Clerk wishes to take on additional tasks.
Key tasks	<ul style="list-style-type: none"> • Co-ordinate invitations to meetings, usually using Doodle Poll • Book meeting room if meeting in person and arrange for refreshments to be available where appropriate • Produce meeting agendas in consultation with Chair of Trustees and Museum Manager • Circulate the agenda and relevant papers in advance of the meetings to Trustees, Treasurer, Museum Manager and other invitees • Attend meetings and take minutes • Support the Chair to enable meetings to be conducted in an appropriate manner • Produce minutes and circulate to all Trustees and attendees • Support the Chair, Museum Manager and Treasurer in the submission of the annual report and accounts to the Charities Commission • Maintain a register of Trustees and their contact details • Maintain the Trustee’s handbook and induction pack <p>It is anticipated that meetings will be virtual (via Zoom) for the foreseeable future due to the current restrictions. Face-to-face meetings will resume as soon as it is advisable and safe to do so. Venues for meetings are either the Senhouse Roman Museum, Maryport, or in Penrith to reduce travelling by Trustees.</p> <p>A workspace is available at the museum should this be preferred.</p>
Skills and experience required to carry out the role	<ul style="list-style-type: none"> • IT literate • Good admin skills • Knowledge and experience in conducting meetings • Attention to detail • Good communication skills

	<ul style="list-style-type: none"> • An understanding of how museums work • Some knowledge of how charities work • Confidentiality – Data Protection/GDPR • Able to travel to meeting venues
What's in it for the Individual	The Trust will pay an annual Honorarium of £500 as a thank you. In addition, all expenses will be reimbursed. This is an opportunity to get involved with a small but Internationally significant museum in West Cumbria.
Equipment required	PC or laptop Access to telephone
Who you will report to	The role will report to the Chair of Trustees

For further information about the Senhouse Museum Trust and the Senhouse Roman Museum see: www.senhousemuseum.co.uk

If you are interested in applying for the role contact:

Museum Manager – Jane Laskey. Email senhousemuseum@aol.com

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