

Finance Trustee Recruitment Pack

Spring 2024



Association of
Independent
Museums
Helping Heritage
Organisations Prosper

Welcome

The Association of Independent Museums is recruiting a new Board member with financial experience who can help meet our goals of supporting our 1,300 members with the challenges and opportunities ahead, growing our membership, and running a sustainable charity.

Now that AIM has secured 2023-26 Arts Council funding, which supports core costs as well as funding programmes, the Board has decided to focus on growth in order to become more resilient in our business model, offer greater networks and services to our members, and represent our members even more effectively. In 2027 AIM will achieve a milestone 'birthday', fifty years after being established. Over the coming years our Board will guide us through building on our history and the successes of recent years to work for and with our members in running their museums.

We are looking for someone with financial / accounting experience to join our engaged and skilled Board and help us meet these exciting goals.

Please read the information provided in this pack and consider what you might be able to bring to our Board. If you would like to have a confidential chat please do not hesitate to get in touch.

Thank you for your interest in AIM and we look forward to seeing your application.



Andrew Lovett, Chair
andrew.lovett@bclm.com



Lisa Ollerhead, Director
lisa.ollerhead@aim-museums.co.uk

About the Association of Independent Museums

The Association of Independent Museums (AIM) is a membership organisation, set up in 1977 with the charitable objectives of supporting independent museums and galleries (whether in membership or not) throughout the UK. AIM is established as an independent charitable trust (No. 1082215) and a limited company (No. 1350939). The articles of association can be read [here](#).

For more information visit www.aim-museums.co.uk.

More details on our current financial position are contained in our latest [Annual Report & Accounts](#).

The Opportunity

AIM's Board members are key to our success, helping us to set our future strategy and ensure that we continue to address the needs of our members. We are currently recruiting one new member and are keen to strengthen the Board by adding financial experience specifically.

As an AIM Board member you will use your expertise and knowledge to advocate for museums and the independent sector, representing AIM and independent museums across the UK and helping develop AIM's networks and influence.

Board members serve an initial term of three years, which by agreement with the Chair can be renewed up to a maximum of nine years (three terms). The start date may be agreed later in 2024 by agreement with the successful candidate.

AIM's Governance Structure

Members of the Board are elected by the AIM membership at general meetings with the Chair and Deputy Chair(s) elected from the Board. AIM's current Chair will step down in 2025 and existing Board members may wish to consider whether to apply for Chair at that point. The Board also puts in place the sub-committees necessary to govern, including several grant-awarding panels.

AIM's Director and the AIM staff team manage and develop AIM, with the Director accountable to the Board. All Trustees will undergo an induction programme.

Person specification

We are looking to appoint one new Board member. We are seeking people with the following skills:

- Strategic thinking and planning – understanding the environment our members are in and helping set goals for how AIM can support them
- A team player able to contribute to a group with collective accountability
- Ability to synthesise information presented by the staff and make effective decisions
- An interest in the independent museum and heritage sector; you don't necessarily have to have worked in the sector.

We are particularly interested in appointing Board members with the following experience and expertise:

- Financial management / accounting background with the experience to advise on financial matters and take a strategic approach to financial forward planning
- Experience of charities and governance would be advantageous, but not essential
- An accountancy qualification is desirable, but not essential.

Applications from people from minoritised ethnicities, from disabled people, those who identify as LGBTQIA+, and those aged between 18–30 years are particularly welcome.

No previous experience of being a trustee or serving on a board is necessary. For Board members with limited or no board experience, support is available including attendance on AIM's trustee induction course or other AIM training sessions, mentorship and 'buddying', and other professional development by agreement with the Chair and Director.

While the role is unpaid, reasonable expenses for attendance at Board meetings are paid in line with AIM's Travel and Expenses Policy.

Your Contribution

To make an effective contribution, you will be expected to:

- Attend five Board meetings per year, currently a mix of in person meetings around the country and online meetings, plus additional sessions as the Board may decide including an annual strategy away day and the Annual General Meeting held at AIM Conference;
- Be a member and active participant of AIM's finance sub-committee, which meets online 2-3 times a year.
- Be prepared for meetings, bringing your views and expertise to bear on the issues the Board is asked to consider and decide upon, and know the right questions to ask staff – your contribution as a Board member will be far more effective if you take the time to read the agenda and papers in advance of meetings and are familiar with AIM's strategy and business plans, organisation and resources;
- Share your networks and contacts appropriately to help further AIM's work;
- Avoid conflicts of interest – there may well be occasions when your own business or personal interests conflict with those of AIM. In these situations, Board members should, at the very least, declare their interest and take no part in the decision-making process. Board members are required to complete an annual declaration of interest;
- Ensure that AIM adheres to the Charity Governance Code www.charitygovernancecode.org.

The Role of the Board

Accountability, Legal and Financial Duties

- Reports on AIM's activities, including the achievement of 'public benefit' as a registered charity;
- Observes the Memorandum and Articles of Association (governing document), charity and company law and other regulatory requirements;
- Safeguards financial stability, including approval of the annual budget and deciding on major resource allocations;
- Regularly monitors performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.

Policy and Planning

- Sets the overall strategic direction, setting policy, defining objectives, setting targets and evaluating performance;
- Approves the 'Business Plan' and ensures sustainability of operations;
- Ensures that all risks associated with the Association are recognised and that appropriate mitigation are enacted and regularly monitored;
- Provides guidance on new initiatives;
- Focuses on key issues.

Advocacy

- Safeguards the good name, brand and values of AIM;
- Promotes the Association, its activities and its needs to the public, private and voluntary sectors to enhance AIM's profile;
- Acts as an enthusiastic and well-informed ambassador for AIM.

For more details of the specific legal obligations of trustees, visit the Charity Commission website www.gov.uk/government/organisations/charity-commission

Your Time Commitment and Term of Office

Taking into consideration the frequency of Board meetings (5 times a year), AIM's Annual Conference and the necessity to read reports and other information provided for Board members, we estimate around 8-12 days commitment a year. Before making an application, you should think carefully about your availability now and in the future. The Board is currently transitioning from fully online during Covid to a mix of two to three in-person meetings per year, which may take place anywhere around the UK, and the remainder online.

How to Apply

To apply, we would like to understand why you would like to join the AIM Board and that you have the skills and experience we are looking for. We will accept applications in various formats including CV/cover letter and video applications.

Whatever format your application is in, you might wish to structure it by taking each of the four points under the person specification in turn and telling us the ways in which you have previously demonstrated having those qualities in your jobs, personal life, or other non-job experiences, or how you have the potential to demonstrate those qualities. If producing a written application this should be no more than 1,200 words.

Please send your application to Director, Lisa Ollerhead, at aimadmin@aim-museums.co.uk by 12noon on Monday 29 April. Please also contact us if you would like a chat about the Board and your candidacy before applying.

We will acknowledge receipt of your application. Sifting will take place in May. Shortlisted applicants will be invited to meet with the Appointment Panel in mid-late May (online). Appointments will be confirmed at the June 2024 AGM.

If you require any adjustments to the recruitment process please contact us. Candidates are also asked to complete a diversity monitoring questionnaire found [here](#)

AIM's Equal Opportunities Statement

This policy statement sets out AIM's commitment to being an equal opportunities employer and is an integral part of every aspect of our activities. It is based on the most recent legislation and represents AIM's commitment to tackling inequality, discrimination and disadvantage.

Our goal is equality of opportunity for everyone who uses, visits, works in and works for the independent museum sector, and we will provide services and develop employment practices accordingly. We are committed to making sure that prospective and present employees are afforded equal and fair treatment in relation to recruitment, selection, terms and conditions of employment, training and promotion.

AIM works to actively combat discrimination and make sure that prospective or present employees are not treated less favourably on the grounds of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The Guiding Principle of AIM's Tackling Inequality Hallmark is that our work must be informed by a wider range of voices and perspectives from diverse backgrounds at Board level, in the staff team, and through the grant panels and contractors we work with. New voices will provide us with strategic challenge, informed advice, and a change in how we work and how we view the world that we work in.

Statutory Eligibility

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously have been removed from trusteeship by a charity, by a Court or the Charity Commission, disqualified under the Company Director's Disqualification Act 1986, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If you are in any doubt about your eligibility, visit the Charity Commission website at www.gov.uk/government/organisations/charity-commission.

Data Protection Act 2018 and Immigration, Asylum and Nationality Act 2006

The information that you provide as part of your application will be used in the selection process. All information about you will be securely held, with access restricted to only those involved in dealing with your application. Unless you are appointed, your data will be kept for 12 months and then destroyed.

By submitting your application and Selection Monitoring Questionnaire, you are giving your consent to your data being stored and processed for the purposes of the selection process.

In order to comply with the Immigration, Asylum and Nationality Act 2006 it may be necessary to see proof of your right to live and work in the United Kingdom. If proof is required, we will request it once an offer of employment has been made but before you take up employment.

Reference and Administrative Information

Charity Registration Number: 1082215

Company Registration Number: 1350939

Registered Office:

AIM Office

National Waterways Museum

South Pier Road

Ellesmere Port

CH65 4FW