



## Trustee Roles and Responsibilities 2023-2028

### 1. Background

This document provides background information for prospective Trustees. It includes information on:

- Organisational structure
- Time commitment
- Roles and responsibilities
- Person specification
- Exclusions
- Conflict of interest

### 2. Structure

The Crafts Study Centre (CSC) is a Charitable Incorporated Organisation Foundation, registered charity number 1179008. It is located at the Farnham campus of the University for the Creative Arts (UCA) where the university provides dedicated physical space to house the CSC's collection in addition to financial and operational services. The trustees of the CSC maintain their status as an independent charitable body responsible for stewardship of the CSC's collection, adhering to Charity Commission guidelines and promoting the objects of the charity through its association with the university. The relationship between the CSC and the UCA is governed by a Joint Agreement, renewable every 5 years. The Agreement was last renewed in 2022.

According to the original Trust Deed, the object of the charity is 'the advancement of the education of the public in the arts and in particular artistic crafts in pottery, wood, metal, woven or printed textiles, embroidery or otherwise'. Lettering and calligraphy were subsequently added to the list of crafts above.

The CSC is managed operationally by the Director with support from the Curator, an Archivist, two Information and Administrative Officers and a Receptionist. All CSC staff members are employed by the UCA.

The trust is governed by the trustee body, numbering a minimum of 10 trustees and a maximum of 15 trustees. All potential additions to the collection are reviewed by an Acquisitions Committee which comprises at least two specialists from each of the key CSC disciplines (and who are not necessarily trustees). The relationship with the UCA is governed by a Management Committee which includes representatives from the UCA, the trustees and CSC staff.

Further information about the CSC can be obtained via its website: [www.csc.uca.ac.uk](http://www.csc.uca.ac.uk)

### 3. Time commitment

At present there are two half-day (2.00-4.30 pm) meetings annually involving trustees and CSC staff. Meetings are held alternately at Farnham and in London, usually in March and October. On occasion, special meetings may be convened, as the need arises.

Additional requirements include:

- Reading trustee papers for all meetings
- Being consulted on major issues arising between meetings needing the agreement of all trustees

- Working with the Director and/or Curator on key projects or initiatives
- Participating in activities as agreed at trustee meetings
- Attending outside functions representing the CSC as agreed

#### 4. Roles and responsibilities

The Trustees are the governing body of the CSC, and are entrusted to look after the resources of the charity and to utilise its assets in accordance with the aims of the charity and its governing documents. New trustees' attention is drawn to publications by the Charity Commission and in particular to 'CC3 – The essential Trustee: what you need to know, what you need to do'.

##### *Main role*

To work with the other trustees and staff to develop the policies and strategies for the CSC, and to ensure that these are being effectively implemented by the Director and staff.

All trustees will be expected to have:

- A commitment to the work of the CSC and its mission and purpose
- A willingness to devote the necessary time and effort to the role
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- Relevant experience and expertise in one or more of the CSC's core disciplines or area of activity (e.g. strategic planning, fundraising, finance, audience development, museology and collections management, and using, assembling and caring for archives)
- Financial experience
- An ability to contribute to the development of the CSC's policy and strategic vision
- An ability to work effectively with others and to reach decisions through consensus

##### *Tasks*

- To ensure that the CSC pursues its objects as defined in its governing documents, and applies its resources exclusively to meet these objects
- To contribute actively to the trustees' role in giving firm policy and strategic direction, and evaluating performance against agreed priorities
- To ensure that the CSC complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- To be accountable to legal bodies such as the Charity Commission, to beneficiaries and to other stakeholders including CSC staff
- Together with the Treasurer, to monitor the financial stability of the CSC through scrutiny of half-yearly management accounts, development of annual budgets, and actively participating in identifying new sources of finance including charitable funding, as appropriate
- To promote the work of the CSC through external networks and contacts
- To ensure that the CSC collection is managed and protected in accordance with Museum Accreditation Scheme curatorial standards
- To provide advice and guidance on new initiatives
- To offer special expertise on certain topics

#### 5. Term

The term of office for Trustees is 5 years. There is no limit to the number of terms a Trustee may serve. At the end of each term, Trustees are invited to reflect on their commitment to the CIO together with the needs of the Board and may be invited to serve a new term, subject to majority approval by the Trustee Board.

#### 6. Person specification

##### *Essential*

- Ability to review financial and management accounts
- Connection with range of relevant networks
- Ability to commit sufficient time annually
- Ability to attend meetings during day
- Good communication skills (written/oral)

- Ability to work co-operatively and reach decisions through consensus
- Enthusiasm and vision

*Desirable*

- Relevant experience in at least one of the CSC's core disciplines (ceramics, textiles, furniture, lettering and calligraphy, and craft practice)
- Fundraising knowledge and contacts
- Marketing experience
- Personnel experience
- Awareness of regulations relating to the charitable sector
- Entrepreneurial spirit
- Experience of museum and/or archive collections management

The CSC is committed to equality of opportunity and aims to develop the trustee group so it is representative of the wider community.

**7. Expenses**

Trustees will be entitled to claim travel expenses to and from the Art Workers Guild/Farnham, and when attending other functions on the CSC's behalf. Standard class train fare or car at 45p per mile. All expense claims must be submitted on the relevant form together with valid receipts. For mileage claims, please quote the post code at either end of the journey.

**8. Exclusions**

The following are disqualified by Charity law from holding the position of trustee: anyone who has been convicted of certain offences involving dishonesty or deception, undischarged bankrupts and those previously removed or disqualified from being trustees or company directors.

**9. Conflict of interest**

All trustees must familiarize themselves with the CSC's Conflict of Interest policy. Trustees have a personal responsibility to declare conflicts of interest if they are to fulfil their legal duty to act only in the best interests of the charity. This declaration should include all business and personal interests and those of their spouse, partner, family and close relatives.

**Name of governing body:** Crafts Study Centre Trustees

**Date on which this policy was approved by governing body:** 17 October 2023

**Policy review procedure:** The Role Description will be reviewed from time to time, at least once every five years.

**Date at which this policy is due for review:** October 2028