



## RECRUITMENT

### Chair of the Board of Trustees

The Friends of the Huntley Archives at the LMA Foundation (FHALMA) is seeking to a new Chair to head up the charity. The successful candidate will have a broad knowledge and understanding of the charity sector and current issues affecting it. They will possess previous chair experience, strong leadership skills, professional expertise, and the ability to bring in financial and other resources to help deliver the charity's remit.

As a Chair of the Board, you will secure the governance for the charity and help drive the strategic development and management of the organisation. The Chair will lead the Trustees to monitor and review FHALMA's performance at Board meetings including the AGM (Annual General Meeting), assist with fundraising activities and to act as an ambassador for FHALMA, representing the organisation at public events in the UK and overseas. This is a voluntary position and, as such, attracts no payment.

#### *About FHALMA*

The Friends of the Huntley Archives at the LMA Foundation (FHALMA) is a charitable trust, established in 2013 to advise and organise activities around the Huntley collections held at the London Metropolitan Archives (LMA). The organisation was founded by the friends of Eric and Jessica Huntley to ensure that their legacy could be shared with the nation and in particular to educate young people about their history. More broadly, FHALMA promotes the heritage of the Caribbean and African Diaspora in the UK by supporting educational and community projects across the generations. One of the key activities is organising an annual Huntley conference, of which there have been 14 to date. The last conference took place on 23 February marking the 50<sup>th</sup> anniversary of Bogle-L'Ouverture Publications.

The organisation is currently run entirely by volunteers.

Jessica and Eric Huntley's archives were deposited at The City of London, London Metropolitan Archives (LMA) in 2005 and were the first major deposit of records from the African-Caribbean community in London. The papers consist of the business records of Bogle-L'Ouverture Publications Limited and documents concerning personal, campaigning and education initiatives of Eric and Jessica Huntley, dating from 1952-2011. Its importance is due to the scope and extent of the material, which includes published books, photographs, letters, art works and posters that document the lives of the Caribbean population in Britain from the mid-1950s to the present day. Since 2006, the annual Huntley conference has made this information available to the public by highlighting different aspects of the works contained in the collection each year.

FHALMA is responsible for a major art and archive partnership project *No Colour Bar: Black British Art in Action 1960-1990* comprising an exciting exhibition, extensive public engagement and legacy programme. *No Colour Bar*, originally a collaboration between, the City of London: London Metropolitan Archives, and the Guildhall Art Gallery (2015-2016), was supported by the National Lottery through the Heritage Lottery Fund. A touring exhibition took place (2016-2017) in various guises at Black Cultural Archives, the Hackney Museum and the Cubitt Art Gallery, London. Future *No Colour Bar: Black British Art in Action 1960-1990* initiatives, partnerships and collaborations are planned for 2019-2020.

## **ROLE DESCRIPTION CHAIR of the Board of Trustees**

### **General responsibilities**

- Ensures that FHALMA complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensures FHALMA applies its resources exclusively in pursuance of its objects
- Provide active leadership to the board of Trustees' role in giving firm strategic direction to FHALMA, setting overall policy, defining Board goals and setting targets and evaluating the Boards performance against agreed targets
- Safeguards the good name and values of FHALMA
- Empowers the FHALMA teams to be effective and offer efficient administration
- Ensure FHALMA's financial stability and financial sustainability
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- Appoints the chief executive / director and monitors their performance.

### **Additional duties**

- Planning the annual cycle and setting agendas for board meetings
- Chairing and facilitating board meetings
- Monitoring that decisions taken at meetings are implemented
- Giving direction to board policy-making; Bringing impartiality and objectivity to decision-making
- Representing FHALMA at functions, meetings. Acting as a spokesperson as appropriate
- Support for staff/volunteers:
  - Liaising with the chief executive to keep an overview of the FHALMA's affairs and to provide support as appropriate;
  - Leading the process of appraising the performance of the chief executive;
  - Sitting on appointment and disciplinary panels
  - Liaising with the chief executive to develop the board of Trustees
- Facilitating change and addressing conflict within the board and within the FHALMA, liaising with the chief executive (if staff are employed) to achieve this.

### **Chair specification**

- Commitment to FHALMA's goals
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team
- Applies the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

It is desirable for the chair / to have knowledge of the type of work undertaken by FHALMA and a wider involvement with the heritage sector and other voluntary networks.

FHALMA's registered office is at London Metropolitan Archives where the Huntley collections are based and where the Annual Huntley Conference is held.

FHALMA Trustees meet as a Board four times per year in central London – in the evening from 6.30 to 8.30pm. All Trustees are encouraged to take an active role in our subgroups or task forces, which meet on a project timetable basis. Opportunities may exist for a Trustee to bring one of their mentees to shadow them at one of these sub-committee meetings. These are currently under the guise of the “Transformation Group” comprising: Business Planning & Audit; Fundraising; Marketing/Event Planning.

### Trustee Recruitment timetable

Applications Open:	31 January 2019
Closing date:	25 March 2019
Shortlist informed:	11 April 2019
Interviews	28 - 30 April 2019

## How to apply

There is no standard application form to complete, we ask you to please explain why you would like to join FHALMA's Board of Trustees as its chair in a letter.

Send your CV and a short covering letter outlining the skills and experience you would bring to FHALMA. Do also include a note to confirm that there are no reasons, to your knowledge, that would disqualify you from becoming a charity Trustee. If you have any queries and would like to have a chat in advance, please send us an email: with your telephone number, and we will arrange for a member of the Nominations committee to contact you.

Email address: [beverley.mason@fhalma.org](mailto:beverley.mason@fhalma.org). with the **CHAIR: FHALMA's Board of Trustees** as the subject in the email header. See the Trustee Role description for full details on our website.

More information about FHALMA and its activities can be found at [www.fhalma.org](http://www.fhalma.org) and at [www.nocolourbar.org](http://www.nocolourbar.org)