



## TRUSTEE RECRUITMENT

### Overview

The Friends of the Huntley Archives at the LMA Foundation (FHALMA) is seeking to recruit up to five experienced individuals to take up Trustee positions at the charity. The successful candidates will have a broad knowledge and understanding of the charity sector and current issues affecting it. They will possess strong leadership skills, professional expertise, and the ability to bring in financial and other resources to help deliver the charity's remit.

As a Trustee, you will provide governance for the charity and contribute to the strategic development and management of the organisation. All Trustees are expected 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. Please note that these are voluntary positions and, as such, attract no payment. See the separate Trustee role descriptions for full details.

#### *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 to mark 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.

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**Experience and key skills sought:**

<b>Trustee Roles –</b>	<b>Key areas of support/input</b>
1. Treasurer	Financial management reporting, compliance and oversight against forecasts and budgets
2. Digital/IT systems	Lead on Digital strategy and operational plan to support and future proof organisational needs, provide recommendations for IT systems, inc. digital & data compliance. Help to seek extra pro-bono support (e.g. from corporates or consultancies)
3. Innovation Advocacy/Archives/Education	Explore innovation and research options to help build alliances/partnerships with other heritage or other Black archives
4. HR Volunteer recruitment/management	Support the development and establishment of robust policies to ensure volunteering experience is excellent and rewarding. Recruitment and OD policies oversight.
5. Fundraiser/Bid writer	Support Chief Exec. With fundraising plans and suggest sources for bid applications

FHALMA's registered office is at London Metropolitan Archives, 40 Northampton Road, London EC1R 0HB. This is 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 and your interest in our work. It is possible when applying, your experience and skills may cross over, however, please name the role that you are *most* interested in pursuing.

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)

Please include **[insert 'Trustee role']** as the subject in the email /message 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)

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## Interested?

### Other Volunteer roles

As a volunteer-operated organisation, we are always looking for good people to join us. We also recognise that people can sometimes offer small pockets of their time/skills on an ad hoc basis.

Other non-Board roles that we are actively seeking include: FHALMA Advisors and Short-term 'project' volunteers. In particular, we are looking for advisors on: IP /copyright laws; digital & social media; event support; sourcing archive storage options (property management); admin skills; marketing; sponsorship; international partnerships/NGOs. If you want to talk to us, do send an email to [volunteering@fhalma.org](mailto:volunteering@fhalma.org)