



## Trustees role description January 2019

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.

FHALMA has a Board of not less than three and not more than 14 Trustees. The Chair position is currently being recruited for.

The role of the Board of Trustees is to ensure that FHALMA has a clear vision and strategy. Trustees therefore:

- Shape strategy
- Inspire effective advocacy
- Improve FHALMA's performance
- Ensure accountability

The Board meets four times a year with an AGM in October. The focus of the Board work is on giving the Chief Executive and volunteers clear direction and on monitoring delivery of the business plan. The maximum term of office for Trustees is two terms of four years. Trustees are unpaid, but reasonable expenses are payable.

Trustees must support and promote FHALMA's vision and objectives, which are to promote the benefits of the heritage of the Caribbean and African diaspora in particular by promoting and enhancing public awareness of and supporting education and community projects for the Huntley collections at the London Metropolitan Archives. With community activist, anti-racism and social justice at our roots, FHALMA wishes to see a society which:

1. Recognises the contribution of contemporary Black cultural heritage to society at large;
2. Values its significant contribution to current social, education, environmental improvements in delivering social impact and community cohesion and helping to sustain broader enterprise and economic needs;
3. Values young people's rights to know their history, cultural heritage and identity
4. Supports the voluntary and independent sector in delivering this.

### Qualities and experience required

The Board overall should have all the attributes needed to fulfil its role and responsibilities. Within that, we wish to see a mix of skills and experience on the Board. Specifically, we are looking for the following qualities and experience:

#### Qualities

- An understanding of, a commitment to, and an enthusiasm for the Huntley collections, its purpose and its work
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement
- A commitment to act solely in the best interests of the Huntley collections, and of the wider public, without regard to personal interest or benefit
- Strategic vision and the ability to focus on practical issues

- Readiness to take and be accountable for decisions
- Lively awareness of how the world is changing politically, economically and socially
- The necessary time to be an effective trustee
- A good team player
- Able to take on an ambassadorial role for the Huntley Archives
- No significant or potential conflicts of interest.

### **Experience**

- Awareness of the aims and purposes of the Huntley Archives and its strategic aims
- Experience of leadership and board level decision making
- Experience of organisations with many stakeholders
- Experience of wider financial issues and specific skills in audit and risk management and in making senior appointments.
- A broad experience of good governance in heritage, the public sector or not-for-profit organisations and an understanding of the governance of charities and the duties and responsibilities of Trustees.

### **Knowledge and skills**

The Board as a whole should encompass knowledge of the following areas:

#### **Essential**

- Knowledge and understanding of the work and needs of the sector, where the African Caribbean heritage sector covers a range of areas (archives, publishing, community activism, schools and higher education, libraries, museums, galleries)
- Knowledge of professional issues currently facing the sector, from funding and regulation through to education, access, and volunteering.
- Appreciation of the role of external engagement in public affairs and advocacy, including direct work with government and politicians at national and local levels, working with the media, and working with other organisations that share our vision and values.
- Awareness and experience of leadership and management issues within a sector (such as African Caribbean heritage), especially how they relate to the work of independent charities with a focus on governance, financial management, human resources and fundraising.
- We are keen to hear from Trustees who have ideas about promoting greater resilience for the charity, and developing new income streams,

For the post of Treasurer: we seek to appoint a qualified accountant with the proven ability to manage the finances of a small charity such as FHALMA.

#### **Desirable**

- Experience of change management within a small, dynamic charity
- Experience of strategic use of IT
- Knowledge of legal issues facing independent charities
- Marketing and communications