

## **Birmingham Pen Trade Heritage Association the Pen Museum**

Trustees play an important and central role in the leadership of the Pen Museum, and we value greatly the experience, objectivity, expertise, and commitment our Trustees bring, without remuneration and purely in the interests of the Museum.

The Pen Museum is looking to further strengthen the Board of Trustees and is particularly keen to increase its diversity to reflect our audiences and wider society. Our objective is to develop and sustain a trustee group with a shared sense of commitment to, and pride in, the Museum's cause, who can work together with wisdom, judgment, integrity, and insight, give sufficient time and energy, and who have an exemplary reputation with all beneficiaries and stakeholders.

### Board of Trustees

The Museum currently has 8 Trustees (12 maximum) with a broad range of skills and experience, drawn from a diversity of occupations, experience and backgrounds. Board members also can serve on other groups. For the latest annual report of the Trustees please see Charity Commission website or contact the museum for a copy.

### Why Become a Trustee?

Becoming a Trustee provides a challenging, rewarding, and enjoyable opportunity to get involved and play an active role in something that matters to you. Although it is strictly on a voluntary/unpaid basis, being a Trustee offers you the opportunity to use your skills and expertise.

### Requirements

- Experience of business management
- Readiness to play a role in fundraising.
- Empathy for the museums vision
- Desirable, but not essential, a professional background in either:
  - Museums, Culture, Leisure, the Arts, Heritage, or Creative Industries
  - Digital Transformation, Communications, Marketing & Media Relations
  - Fundraising & Partnerships

We are particularly keen to receive applications from people with strong business experience, ideally in our sector, and from people who can add to the diversity, lived experience and perspectives of the Board.

### Time Commitment & Term of Office

Taking into consideration the frequency of Board meetings (usually bi-monthly), the necessity to read reports and other information provided for Trustees. It is essential that Trustees attend meetings when required, and before making an application you should think carefully about your availability now and in the future. Meetings normally last 1.5 hours and are diarised usually for the second week of the month they occur. Meetings of the Board are held in-person, at the museum as well as on-line. Trustees are asked to commit to a three-year term on the Board, with the option of 4 terms maximum.

You are invited to apply in confidence by submitting your CV, with a brief covering letter highlighting why you want to be a Trustee and what you feel you can contribute. There is no closing date for applicants.

Expression of Interest Contact: [enquiries@penmuseum.org.uk](mailto:enquiries@penmuseum.org.uk) – Website: [penmuseum.org.uk](http://penmuseum.org.uk)