

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

Trustees play an important and vital role in the leadership of the Pen Museum, and we value 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.

### **1. MUSEUM AIMS AND OBJECTIVES**

As stated in the Constitution our aims and objectives are: -

To promote and preserve the legacy of the steel pen trade in Birmingham for the advancement of education and the benefit of the public. To maintain a museum that highlights the skill and craftsmanship of the pen makers and their employees. To also house historic artefacts and ephemera related to the art of writing.

#### **1.1 OUR POSITIONING**

We are part of a critical mass of museums and attractions that celebrate the heritage of Birmingham's Jewellery Quarter and are the only Museum in the world celebrating both the steel pen trade and its place in social history, whilst being housed in a building that was a pen factory. With a resurgence in the art of calligraphy and in the fountain pen itself, we are uniquely placed to highlight this to visitors in Birmingham, the Midlands, UK and internationally.

Vision, Values, Aims and Principles

#### **1.2. Our Vision**

To be a unique and inspiring centre for the history of steel pen trade in Birmingham, the social history, and its relevance today, creating a sense of place, pride and interest for visitors, schools, and local communities.

Values:

**Inclusive:** We value all our volunteers and visitors equally and, in both recruitment and marketing, we seek to attract and encourage a diversity which reflects our Birmingham location. We see accessibility to all as a key factor in our museum's mission to preserve and promote the legacy of the pen trade.

**Accessible:** We develop and deliver activities, and provide opportunities, to encourage and enable everyone to access and interact with our unique collection and archive with particular focus on objects and archive material related to Birmingham's 19th century pen trade of local resonance.

**Creative:** We believe creativity should be embodied at every level and in every form, whether that is challenging the way we look at things daily encouraging ambitions and developing solutions.

**Collaborative:** We encourage and develop mutually beneficial collaborative partnerships to develop an inclusive and collaborative environment to enhance our public engagement offer, volunteer training opportunities, and events programme.

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### 1.3. Key Aims:

#### 1. A Sustainable Museum

Our aim is to ensure that our museum remains financially viable on a sustainable footing with a robust governance structure. In doing so, we will maximise opportunities to both attract visitors and income whilst securing outside funding where appropriate. We will develop and continually review our volunteering strategy to ensure that it both meets the operational needs of the Museum and provides relevant opportunities for volunteers, underpinned by a strong equality and diversity policy.

2. Facilitate and prioritise access to our unique and comprehensive collection based on excellent quality collections management.

We will prioritise access to our collection to benefit our visitors and users and base those decisions on responsible and appropriate standards of collections care. We will review our collections management documents and practice to ensure that we are compatible with accreditation standards.

3. Deliver a well-known and proactively marketed destination on the radar of both visitors and residents that provides a welcoming, inclusive, creative, and engaging experience.

We will create a brand for the museum to show the fascinating history and collections, and market it so it is on the radar of both visitors to and residents of the city. We will base our marketing on excellent quality research to target our activities effectively and take advantage of city initiatives such as the Birmingham Heritage Week.

4. Create a welcoming, creative learning environment for everyone (education and learning)

We will create excellent quality opportunities for everyone engaged with the museum to learn about, and be inspired by, the history and relevance of the Pen Museum today. We will research the potential to achieve these opportunities and base the provision on the findings of the research.

Nolan Principles: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

## 2. GOVERNANCE

The Pen Museum is operated by The Birmingham Pen Trade Heritage Association, a charitable incorporated organisation registered with the Charity Commission for England and Wales No. 1176955.

The Association is governed by a written constitution with members and a governing board of trustees including Chair, Treasurer and Secretary. Board meetings take place at regular intervals and once a year an annual general meeting is held.

Several policy documents govern the activities of the Association and the Pen Museum. Policies by which the charity operates are approved by the Trustees.

The Museum has an operational Management Group which reports directly to the board of Trustees. Decisions, which cannot be made by the management group, are referred to the trustees at board meetings.

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At all Board and Management meetings any conflicts of interest are declared by way of a standing item as required.

The Board of trustees is committed to recruiting new trustees and increasing the diversity of the Board and the Management Group which also actively seeks to co-opt volunteers into the group on both permanent and rotational bases. Trustees term of office is three years and a maximum of four consecutive terms can be served.

Risk is managed by the Charity Trustees with the management of risk relating to the Pen Museum delegated to the Management Group. A Risk Register for strategic risks uses a traffic light system where the red risks will be considered at every meeting with the remainder reviewed annually.

### 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 four terms maximum.