Welcome from Julie Caplin-Grey, Chair of the RIC

The RIC is recruiting new trustees to join our Board. We are at an exciting stage as an organisation – looking to share our fantastic collection with a wider audience to inspire discovery and positive change for people of all ages and backgrounds. We have ambitious plans and are looking for people who want to work with us as we develop and grow.

We are looking to recruit up to four new trustees. We need individuals who share our passion for what museums can do, people who represent the diverse perspectives and experiences of Cornish life, and people with skills and experience to help us on our journey. If you think you could be that person then we would love to hear from you. We are genuinely interested in applications from people with all sorts of different backgrounds. Please don’t be put off applying if you don’t meet all the criteria or haven’t been a trustee before.

We are a collaborative team and our Board meetings are inclusive and non-hierarchical – we value openness and different points of view. If you’re interested in joining us on our next steps to put the RIC at the heart of Cornwall’s community then please read on.

Best wishes,
Julie

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**Introduction**

In this pack we’ve set out the things we think a potential trustee would want to know before applying for the role. We hope it helps you feel as excited by the opportunity as we are to have your experience and perspective. If you have any further questions after reading this pack, please contact Jonathan Morton, Executive Director, at jonathan.morton@royalcornwallmuseum.org.uk

**About the RIC**

The Royal Institution of Cornwall (RIC) is the charity which runs the Royal Cornwall Museum and Courtney Library and Archive in the heart of Truro.
Founded in 1818, the RIC was one of the earliest ‘learned societies’ in the country, established to promote excellence in science and art and to forward the world-leading industries that Cornwall was known for.

Our mission and founding values:

- To establish and share collections and archives that celebrate Cornwall and Cornish culture
- To create a space at the heart of Cornwall where ideas could be discussed and challenged
- To be a place for sharing knowledge, learning, creativity, and ambition.

These founding values are just as relevant now as they were when the RIC was first established.

Today the RIC has 400 members and operates the Royal Cornwall Museum and Courtney Library and Archive in the City of Truro. It holds extensive historic museum collections relating to Cornish life and culture.

The library holds some of the most significant collections of Cornish manuscripts anywhere in the world; these primary sources are essential for anyone researching the history of mining, engineering and smelting, the weather in the past and archaeology.

Our particular strengths are in relation to the revival of the Cornish language and its traces in placenames and surnames. Overall our collections consist of approximately 40,000 printed books, pamphlets and periodicals as well as transcripts, manuscripts, c.25,000 archives, original newspapers and engravings, maps and ephemera – including posters, tickets, exhibition catalogues, programmes and local postmarks.

The RIC publishes an annual journal and runs a comprehensive programme of learning and outreach activities and events. We also deliver an Arts Council England (NPO) funded programme of development work as part of the Cornwall Museum Partnership consortia. You can find out more about our work and our ambitions for the future by viewing our latest Impact Report.

We have a team of 17 part- and full-time staff and 30 volunteers. The RIC has a Board of Trustees with a diverse range of skills and experience. The current Board has seven Trustees and is chaired by Julie Caplin-Grey. You can find out more about our current trustees on our website.

About the role

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals. The Board and staff team work together to deliver our mission.
• The Board has the legal responsibility to ensure that our resources are applied to the charitable objectives and that we are complying with the law
• The Board is collectively responsible for the success of the organisation, for agreeing its strategic aims and ensuring that necessary resources are in place to meet its objectives and monitoring performance.
• Once the Board has agreed on strategy and policies, it defers responsibility for execution to the Executive Team and assumes a monitoring and supporting role.
• The Board scrutinises the performance of management in meeting agreed goals and objectives and ensures that the organisation’s controls and systems of reporting are robust.
• The Board has a duty to act in the RIC’s best interests and to manage our resources responsibly.
• The Board ensures the charity is accountable, transparent, well-run and effective.

Key responsibilities

As a Board member you will work with our current Board and staff team to help us realise our vision. You will contribute to the good governance of the organisation and act as an ambassador for the RIC within the community.

• Attend Board meetings, adequately prepared to contribute to discussions.
• Contribute to the broader promotion of RIC’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
• Ad hoc and occasional support through working groups and / or support to the executive team.
• Provide support and challenge to RIC’s Directors.
• Approve operational strategies and policies and monitor and evaluate their implementation.
• Approve RIC’s financial plans and budgets and monitor and evaluate progress.
• Ensure that key risks are being identified, monitored and controlled effectively.

For more information about the role of a trustee see information from Reach on becoming a trustee.

What we are looking for
We are looking for people willing to bring passion and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need to have been a trustee before, or to have experience of working with museums – we are looking for people whose skills and experience will add to our existing board.

Person specification

- A commitment to RIC, our mission and team
- Ability to think creatively and strategically
- Good, independent judgement
- Effective communication skills
- Ability to work effectively as a member of a team
- Willingness to participate actively in discussion and to speak your mind
- A strong personal commitment to equity, diversity and inclusion.
- A commitment to our values and the Nolan’s Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Commitment to act in the best interests of the organisation
- A willingness to devote the necessary time and effort

We are also interested in people with experience in the following areas:

- Working with the community
- Communications or PR experience
- Fundraising and philanthropy
- Legal and/or HR expertise
- Commercial experience
- Working with museums and historic collections

Board members are not expected to take on sole responsibility for their area of expertise, as the Board is collectively responsible for its decisions and actions.
We are genuinely interested in applications from people with all sorts of different backgrounds. Please don’t be put off applying if you don’t meet all the criteria, or if you haven’t been a trustee before. We will provide a full induction for all new trustees and will discuss with you individually any other training or support you might need to settle into the role.

**Eligibility**

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the Company Director’s Disqualification Act 1986, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If you are in any doubt about your eligibility, visit the Charity Commission website at www.charitycommission.gov.uk

**Pay**

This is a voluntary position, but reasonable travel and subsistence expenses are reimbursed.

**Time commitment**

Becoming a trustee is a commitment. The time commitment is roughly the equivalent of one full day per month, although more may be required from time to time.

We have four Board meetings a year. Two of these are hybrid meetings, which can be attended virtually or in person at the museum. Two are extended, on-site workshop-style meetings. We also have an annual strategy away day, and our Annual General Meeting for members in the autumn. Time will also be needed to read meeting papers.

Alongside the main Board, Trustees are expected to involve themselves in committees and other matters according to their interests and skills, and to attend events as their time permits.

**Terms of appointment**

Trustees are appointed for a 4 year term and can serve a maximum of 2 terms.
How to apply and any information about the process

To apply, email jonathan.morton@royalcornwallmuseum.org.uk noting ‘RIC Trustee Application’ in the subject line and attach a copy of your CV and cover letter or maximum 3-minute video setting out why you are interested in becoming a trustee and outlining any experience relevant to the role. This might be experience gained through your job, or equally might be experience gained outside of a work setting – for example, involvement in community groups or other activities.

All applications will be acknowledged.

Deadline for applications: 31 July 2022

We can make reasonable adjustments to our interview process, and to working arrangements, according to your needs. If you are shortlisted for interview we will explain what the interview process will involve in advance and check with you if we need to make any adjustments so that you can interview fairly and comfortably.

To find out more

For an informal discussion with a current trustee, please contact Jonathan Morton, Executive Director, on jonathan.morton@royalcornwallmuseum.org.uk who will arrange this for you.

For more information about becoming a trustee see Getting on Board’s How to become a trustee guide and ‘Step on Board’ from Girl Dreamer and Trustees Unlimited.