

Role Description

The Chair of the Strategic Advisory Group will be one of seven independent members on the Group excluding the representative of Bristol City Council. The Chair is accountable for the following:

Strategic Leadership

- Developing and providing leadership
- Ensuring the members of the Strategic Advisory Group are fully engaged and that decisions are taken in the best long-term interests of SWMD
- Working closely with the Programme Manager* of SWMD to define and uphold the statement of purpose, objectives and values of SWMD
- Working closely with the Programme Manager of SWMD on Strategic Planning including overseeing the production of SWMD's annual delivery plan to deliver against the statement of purpose, objectives and values of SWMD
- Acting as an ambassador and spokesperson for SWMD where appropriate
- Being aware of current issues and policy development (regionally and nationally) which may impact on Museum Development

*Excludes line management of the Programme Manager.

Governance

- Chairing the meetings of the Strategic Advisory Group effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Working closely with the Programme Manager of SWMD to ensure that meetings are well planned and efficiently deliver against the governance and management requirements of SWMD
- Ensuring the Strategic Advisory Group operates within its Terms of Reference
- Ensuring that the Strategic Advisory Group regularly reviews major risks and opportunities for SWMD resilience and development
- Reviewing governance performance and facilitating positive change where appropriate
- Reviewing membership of the Strategic Advisory Group to ensure it incorporates the right balance of skills, knowledge and experience required to deliver its role
- Managing any conflicts between individual Strategic Advisory Group members and between SWMD wider partnership
- Acting impartially, with integrity and in the best interests of SWMD

Management

- Challenging, holding to account and supporting the Programme Manager of SWMD
- Maintaining an open and supportive working relationship with the SWMD Programme Manager including appropriately evaluating the performance of the Programme team
- In conjunction with the Strategic Advisory Group, ensuring that SWMD's organisational structure and capability are appropriate for implementing the chosen strategies
- In conjunction with the Strategic Advisory Group, ensuring appropriate resources (financial and human) are available and a robust risk management framework is in



place which identifies, assesses and manages strategic risks and that it is monitored and reviewed annually for continuous improvement

- Co-ordinating the Strategic Advisory Group to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc.) are met and specialist expertise is employed as required.

Term and Time Commitment

The Chair is expected to serve a minimum of three years; the delivery of 2018-22 programme between April 2019 – March 2022, plus a period of 6 – 12 months post the 2018-22 programme to lead the recruitment of a new Chair.

The Strategic Advisory Group will meet a minimum of 3 times per year in Exeter with each meeting lasting approximately 3 hours, plus one virtual meeting. Additional meetings may be called to address specific issues outside of the expected schedule where appropriate. These meetings will be called under exceptional circumstances.

During the first year of the Chair's appointment there will be an additional time commitment to be agreed to facilitate the induction of the wider Strategic Advisory Group, including an away day(s).

In addition to Strategic Advisory Group meetings the Chair is expected to meet with the Programme Manager of SWMD at least 3 times a year. Each meeting is expected to last approximately 2 hours. These meetings will be held in Bristol and Exeter.

There will be the opportunity for the Chair to attend private views and other Museum Development regional and national events.

The Chair will be expected to devote adequate time to preparation for Board and management meetings and appropriate research and planning.

Honorarium

The Chair will receive a £5,000 per annum inclusive of travel and subsistence to attend relevant meetings including the 4 Strategic Advisory Group and 3 Board Officer meetings per year.

Diversity

SWMD is committed to working with as wide a range of people in the region and beyond as possible. We believe that in order to be able to ensure that our activity and our audiences are as diverse as they can be we need a diverse board. We will seek to ensure diversity on the board and welcome applications from all.