

## **Museum Development South West**

### **Strategic Advisory Board Chair Role Description**

The Chair of the Strategic Advisory Board will be one of not less than seven independent members excluding the representative of Bristol City Council. The Chair is accountable for the following:

#### **Strategic leadership**

- Developing and providing leadership
- Advocating on behalf of Museum Development South West (MDSW) across relevant networks both regionally and nationally
- Ensuring the members of the Strategic Advisory Board are fully engaged and that decisions are taken in the best long-term interests of MDSW
- Working closely with the Programme Manager\* of MDSW to define and uphold the statement of purpose, objectives and values of MDSW
- Working closely with the Programme Manager of MDSW on Strategic Planning including overseeing the production of MDSW's annual delivery plan to deliver against the statement of purpose, objectives and values of MDSW
- Acting as an ambassador and spokesperson for MDSW 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 meetings of the Strategic Advisory Board effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Working closely with the Programme Manager of MDSW to ensure that meetings are well planned and efficiently deliver against the governance and management requirements of MDSW
- Ensuring the Strategic Advisory Board operates within its Terms of Reference
- Ensuring that the Strategic Advisory Board regularly reviews major risks and opportunities for MDSW resilience and development
- Reviewing governance performance and facilitating positive change where appropriate
- Reviewing membership of the Strategic Advisory Board to ensure it incorporates an appropriate balance of skills, knowledge and experience required to deliver its role
- Managing any conflicts between individual Strategic Advisory Board members and between MDSW wider partnership
- Acting impartially, with integrity and in the best interests of MDSW

#### **Management**

- Challenging, holding to account and supporting the Programme Manager of MDSW

- Maintaining an open and supportive working relationship with the MDSW Programme Manager including appropriately evaluating the performance of the Programme team
- In conjunction with the Strategic Advisory Board, ensuring that MDSW's organisational structure and capability are appropriate for implementing the chosen strategies
- In conjunction with the Strategic Advisory Board, 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 Board to ensure key responsibilities are met and specialist expertise is employed as required.

### **Term of office and time commitment**

The Chair is expected to serve a minimum of three years after which they will be eligible to stand for a further term.

The Strategic Advisory Board will meet a minimum of four times per year either virtually or in person. These meetings will be located at different venues across the south west area and, due to travel, may exceed standard working hours. We are open to discuss access requirements or adjustments that will facilitate members to fully participate in these meetings. Additional meetings and ad hoc working groups will be called to address specific issues outside of the expected schedule where appropriate.

The Chair is expected to contribute to the appointment and induction of new Board members, to lead the monitoring of the Board's performance through annual review meetings with individual members, and to meet at least annually with the Head of Bristol Culture & Creative Industries.

In addition to Strategic Advisory Board meetings the Chair is expected to meet with the Programme Manager of MDSW at least three times a year.

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 annual stipend inclusive of travel, subsistence and access requirements.

### **Diversity**

We welcome applications from talented individuals who can meet the criteria outlined within the Person Specification. MDSW is committed to working with as wide a range of people in the region and beyond as possible. We believe that 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 regardless of age, sex, gender identity, sexual orientation or identity, race, colour, ethnic or national origin, disability, partnership status or home responsibility, pregnancy or maternity, HIV or AIDS status, political or religious belief, trade union activity, refugee or asylum seeker status, socio-economic background or status, education, experience or geography.