



Charity No. 1160344

The Herne Bay Museum Trust is a charity that runs the Seaside Museum Herne Bay under a management services agreement with Canterbury City Council. The museum is staffed by a part-time administrator and a team of volunteers.

The Seaside Museum presents the story of Herne Bay's social and natural history through its collections and their display. It also hosts events and activities in the museum and outside.

Herne Bay Museum Trust is currently seeking 3 Trustees join the Board. The position of Chair of Trustees will become vacant in the summer of 2021 and Treasurer early in 2022.

The Trust is especially interested in applicants who have skills and expertise in finance (income generation), governance and legal, personnel management, marketing and promotion and education and outreach. However, if you are interested in becoming a Trustee but feel that you have different skills to contribute, please apply, as all applications will be considered.

Trustees are encouraged to assume a specialist responsibility and engage with management and operational activities and donate time at their convenience. There are 4 formal meetings, with additional meetings held as required.

The role of Trustee is to provide robust oversight, strategic direction, ensure effective governance arrangements are in place, rigorously monitor the charity's performance and provide guidance, advice and support in the delivery of the charity's objectives. More information about becoming a charity trustee can be found here <https://www.gov.uk/guidance/charity-trustee-whats-involved>

### **How to Apply**

To apply please send a CV and covering letter telling us a bit about yourself and why you would like to join the Board of Herne Bay Museum Trust.

Please specify if you are interested in considering the role of Chair or Treasurer.

Please send your application to [hernebaymuseumtrust@gmail.com](mailto:hernebaymuseumtrust@gmail.com)

Closing date for applications is 5 February 2021

Being a trustee is a voluntary, unpaid role.

Thank you for your interest in Herne Bay Museum Trust and the Seaside Museum. We look forward to reading your application.