

Review and Recruitment for your Board

Date: Wednesday 31 January 2018

Time: 10.30am – 2.45pm

Location: Museum of London, London Wall

Facilitators: Helen Wilkinson (Association of Independent Museums) and Elizabeth Coningsby (Museum Development Officer Training)

Trainer: Alex Lindley

What will be covered?

Getting the right people on your board can be a challenge for many small- and medium-sized museums and charities. This seminar will help you face that challenge, to ensure you have the right people on your board now and in the future. It will consider both the strategic and practical aspects of resource planning, ensuring that recruitment and succession planning are put into the wider context of board review and development.

The seminar will include opportunities for delegates to work in pairs and small groups, to apply the content of the seminar to their own organisations, as well as chances for trustees to share experiences in plenary sessions.

Alex Lindley runs Alchemy, a Human Resources (HR) and Organisational Development consultancy. She has worked with a number of clients on board development, recruitment and succession planning. These include: The South Yorkshire Aircraft Museum, The Cooper Gallery and The Museum of East Anglian Life. In addition, Alex was a trustee at Scarborough Museums Trust from 2012 – 2016, where she led on trustee recruitment, training and succession planning.

Who should attend?

Any trustees who want to strengthen their boards, and particularly chairs or those with responsibility for recruitment.

Approximate session timetable

10.30 Arrival with tea/coffee

10.45 Welcome, Introduction, Scene Setting, Introductory Activities

11.00 Part 1: How do you know whether you have the right people on your board? Including: different approaches to skills audits, reviewing your board's performance and ongoing succession planning

- 12.00** Part 2: How can your working practices help you attract new trustees.
Including: approaches to meetings, role descriptions, committee structures
- 12.45** Lunch Break
- 13.30** Part 3: How do you recruit and select the right people for your board?
Including: communicating what you're offering to potential applicants, selection approaches and managing an an informal interview process
- 14.30** Conclusions
- 14.45** Close

Learning objectives

Delegates will leave the session thinking:

1. I understand how to review whether we have the right people on our board to deliver my organisation's objectives;
2. I have the tools I need to design and deliver a bespoke skills audit for my board;
3. I can help my board think about what we can do to attract people with the skills we need from different places;
4. I understand how to apply trustee recruitment and selection techniques to my organisation;
5. I know why succession planning is important and I have some ideas about how we could do it in my organisation.

Support towards Museum Accreditation:

Organisational Health

- 1.3 Appropriate management arrangements
- 1.4 Effective forward planning

Further information

Please ensure you have your line manager's permission to attend before booking your place as confirmation is sent to the museum. Final confirmation of places will be sent out at least a week before the course. Please keep the **31st of January** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national museums.

A late cancellation (less than 24 hours) / no show charge of **£20** will be applicable.

Refreshments will be provided but please be aware that we will not be providing lunch. Information will be provided to confirmed delegates.



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