

Being an Effective Trustee

Date: Tuesday 19th February 2019

Time: 2pm – 5pm

Location: [Museum of London, London Wall](#)

Facilitator: Elizabeth Coningsby, MDO Training & Yvette Shepherd, MDO Organisational Health

Trainer: Hilary McGowan

What will be covered?

This course provides an introduction to the duties and legal responsibilities of charitable Trustees. The session will enable the delegate to understand:

- What is meant by governance; is it different from management and does it matter?
- Why it is important for organisations to be able to demonstrate that they are well governed.
- How to make sure your Board has the requisite skills, knowledge and experience to lead and develop your organisation.
- What does it mean to be a Trustee in the Museum sector, including Museums Accreditation.

Who should attend?

- New Trustees or those thinking about becoming one. This session could be used as part of the induction process.
- Museum Managers (both paid and voluntary) working with Trustees.
- Local authorities setting up independent charitable trusts.

Approximate session timetable:

14:00 - 14.15	Welcome and introductions
14:15 – 14:25	Trusteeship within the London museum context
14:25 – 14:35	Characteristics of a good charity
14:35 – 14.50	What are the responsibilities of trustees?
14.50 – 15.15	Quiz no 1 – how do you measure up? Quiz no 2 – management and governance: are they different and does it matter?

15.15 - 16.00	Skills assessment: how to do it and what to do next
16:00 – 16:15	Recruitment Toolkit & Succession Planning
16:15 – 16:30	Trustee role descriptions
16:30 – 16:45	The Code of Ethics: why this is important and how it fits with Accreditation
16:45 – 17:00	Action Planning and Close

Learning Objectives:

By the end of this course you will:

- Know what your responsibilities are as a trustee
- Understand the difference between governance and management
- Know how to analyse what you need from trustees
- Take home a Recruitment Toolkit and a Trustee role description template
- Understand how this fits with Accreditation

Support towards Museum Accreditation:

Organisational Health Standard:

- 1.3 A satisfactory structure for your governance and management

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 two weeks before the date of the course. Please keep **19th February** available in your diary until your place has been confirmed.

Priority is given to staff and volunteers working in non-national museums in the London region.

Refreshments will be provided. Please specify on your application if you have any dietary requirements.



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