

EXPRESSION OF INTEREST FORM

The Falconer Museum – new operating body

Name

Email Address

Phone Number

Which role(s) are you interested in?

Board of Trustees:

- | | |
|---|------------------------------------|
| ☐ Chair | ☐ Treasurer |
| ☐ Secretary | ☐ Trustee |
| ☐ Forres Group Representative (please specify group) | |

Executive Volunteer Roles:

- | | |
|---|--|
| ☐ Collections Lead | ☐ Public Engagement Lead |
| ☐ Fundraising Lead | ☐ Marketing / Social Media Lead |
| ☐ Bookkeeping | |

Volunteers:

- | | |
|--|---|
| ☐ Collections Documentation | ☐ Object Conservation and Cleaning |
| ☐ Welcome Hosts | ☐ Talks and Tours |

Experience, Skills, and Qualifications

Additional Information

BOARD OF TRUSTEES

ROLES	DUTIES	SKILLS
Chair	Being willing and able to lead the organisation in partnership with the lead staff member (Manager). Ensuring the organisation has clear direction and is achieving its aims. Harnessing the skills, experience and energy of the board team to its common purpose. Ensuring a myriad of different relationships are working so that the organisation delivers	Previous Board experience.
Treasurer	Ensures financial controls and systems are in place, responsible for ensuring appointment of accountants and annual report with accounts prepared	Financial or budget management experience; ideally familiarity with charity finances
Secretary	Responsible for official reporting to OSCRs and if appropriate Companies House	Administration
Trustee	All trustees required to put the interests of the charity they are a trustee of ahead of any other interest (such as of another Forres culture group). Accountable to OSCR, Responsible for overall charity governance and finance, Oversight of Exec Volunteers and staff	Previous Board and charity experience. Range of skills across whole board (not required of every individual: financial, commercial, marketing, museum / visitor attraction / heritage, legal
Forres Group Representatives	Friends of Falconer Museum, FACT and Forres Heritage Trust to have a representative each on the Board	Understand or willingness to learn charity governance.

EXECUTIVE VOLUNTEER ROLES

Collections Lead	Oversee rota and work of collections volunteers	Collections management knowledge and knowledge / willingness to learn about digitisation and accreditation processes
Public Engagement Lead	Liaise with partners, Moray Council etc to open building and deliver events	Experience in events or exhibitions
Fundraising Lead	Create contacts, develop relationships and make funding applications	Fundraising experience
Marketing / Social Media Lead	To ensure marketing activity and social media activity. Recommend Facebook / Instagram in first instance	Marketing / Comms experience
Bookkeeping	Log expenditure and any income via shop and events etc	Financial management

VOLUNTEERS

Collections Documentation	Continue to work in store; document changes to locations of objects for case displays etc	All volunteers to be trained in the skills they need if not already experienced
Object conservation and cleaning	Clean and check objects in museum and store; monitor environment	
Welcome hosts	Open and close the building with support of Moray Council / p/t manager, welcome visitors, help with ice cream etc.	
Talks and tours	prepare and give talks and tours	