



Chair of the Board of Trustees

Overview

The Museum of Scottish Lighthouses (MoSL) is seeking a new Chair of the Board of Trustees as we move into a period of recovery to counter the effects of the Pandemic and embark on an exciting new phase to broaden the offering for the good of the local community and economy of the surrounding area. The Chair will succeed Ron Morrice who has guided the organisation through a period of considerable improvement. It is an unpaid, non-executive position. MoSL is a registered charity operated as a company limited by guarantee and the Board of Directors of the company, including the Chair, are also Trustees of the charity. (Registered Charity SCO 23118 Company No. 154337).

The Chair plays a vital role in the whole organisation, providing leadership to ensure good governance and a sustainable future, charting direction in consultation with the Board of Trustees and the Museum Manager. To be successful, the post holder will have a clear knowledge and understanding of how museums function, and the particular challenges facing charitable organisations. An open and collaborative leadership style is essential, and the post holder will be genuinely committed to equality, diversity, sustainability and community.

About the Museum of Scottish Lighthouses

The home of MoSL is the bustling fishing port of Fraserburgh on the North East corner of Aberdeenshire. The museum consists of two distinct sites, a purpose-built museum building with exhibition areas, café and retail facilities and Kinnaird Head Lighthouse. The lighthouse was the very first on mainland Scotland (1787) to be established by the Northern Lighthouse Board and is unique as it built within the 16th Century Kinnaird Head Castle. The Castle and the adjacent Wine Tower are two of the best preserved structures of the ancient “nine castles of the knuckle” situated along the Buchan coast. MoSL tells not only the great story of the Northern Lighthouse Board, the engineers who built the lights and the keepers who tended them but also the story of the castle itself on its journey from a defensive home, to become a lighthouse and ultimately an important museum.

MoSL holds in its care a nationally significant accredited and recognised collection associated with the history of lighthouses in Scotland and the Stevenson family of engineers and has qualified museum professionals amongst the staff. The museum is a leading member of the organisation **Go Industrial** which aims to ensure that Scotland's amazing industrial heritage continues to play an important role in our rich culture, and serves to inspire the future whilst safeguarding the past.

MoSL is literally a beacon for tourism within the area, playing a vital role within the local community by providing employment and opportunity for those who would otherwise find it challenging to enter into the workplace. The museum team pride themselves on being a welcoming and inclusive place to visit and work and MoSL was the first museum in Scotland to gain an Autism Awareness Award for the Museum. The aim is to make the museum more accessible to those on the autism spectrum and to enable them to feel welcome and comfortable when visiting the museum.



Trustees and the Board of Directors

The Chair of the Museum of Scottish Lighthouses is also a trustee. The Trustees have overall responsibility for the organisation and act as its governing body. Trustees are legally responsible for directing the affairs of MoSL and ensuring it is solvent, well run, and delivering on its charitable objectives.

There are currently seven trustees of which one is nominated by the Northern Lighthouse Board and two nominated by Aberdeenshire Council.

The Board of Trustees normally meet four times a year, plus the Annual General Meeting. However, it may be necessary to convene additional meetings as business dictates and it is essential the Chair is able to attend those meetings. While social distancing measures are in place as a result of COVID-19, meetings take place via Zoom. Otherwise, they take place in an accessible ground floor room at MoSL.

Trustees are not paid, but in exceptional circumstances reasonable expenses may be reimbursed. The Chair is asked to commit to a minimum three-year term on the Board, with the option of serving for further a further term to maximum of two terms.

The Chair will likely need to commit two to three days a month to the role and be able to carry out informal discussions and communications with the Museum Manager and Trustees as required to fulfil the needs of the role. There is currently no vice-Chair appointed but this is something we seek to do.

More information can be found at www.lighthousemuseum.org.uk

Responsibilities of the Chair

In addition to the responsibilities of being a Trustee (see OSCR [v10 guidance-and-good-practice-for-charity-trustees.pdf \(oscr.org.uk\)](https://www.oscr.org.uk/guidance/guidance-and-good-practice-for-charity-trustees.pdf)), the Chair has duties specific to the role. These include:

- With support of the Museum Manager, ensuring the Board complies with charity law, company law and any relevant legislation as the organisation pursues its objectives as defined in its governing documents.
- Chairing and facilitating quarterly board meetings, ensuring all voices and views are heard and that decisions are made in a fair and transparent way.
- Providing leadership for the Board in their role of setting the short and long-term priorities for the organisation to meet the needs of the visitors and communities it serves.
- Support the Museum Manager in the development of a five year plan for the museum.
- Ensuring the Board is representative of the people it serves, with an equal, diverse and inclusive approach to ensuring necessary skills and experience.
- Providing leadership, advice and support to the Museum Manager, as their line manager.
- Representing the organisation at appropriate events, meetings or functions.



- Acting as an advocate and spokesperson for the organisation as required, building positive relationships with key stakeholders.
- Maintaining a clear grasp of the charity's financial position by regularly liaising with the Museum Manager and appointed accountant.
- Maintaining a careful oversight of risks to the organisation.
- Chairing and facilitating the Annual General Meeting, working with the Museum Manager on the timely flow of information to Trustees.
- Participating in other committees or working groups when appropriate.
- Support the Museum Manager in ensuring the responsibilities of Historic Environment Scotland for the Maintenance of the Kinnaird Head Castle site are met.
- Support the Museum Manager in ensuring the responsibilities of Aberdeenshire Council for the Maintenance of the Museum Building are met.
- Being the overarching Responsible Person for policies and procedures, including grievances and disciplinary actions, to ensure MoSL meets and exceeds statutory regulations and good practice guidance.

Chair Person Specification

Essential:

- The Chair should have a good understanding of the charitable and/or museum sector, with a knowledge of how they function and operate.
- Possess a good understanding of the legal duties, responsibilities and liabilities of trustees and of the Chair of the Board.
- Possess a leadership style that is open and collaborative, able to broker and guide divergent views as part of the decision-making process.
- Have the confidence and experience to effectively chair meetings, encouraging all voices and views are heard.
- Be an inclusive thinker, always ready to reach out to ensure equality and inclusivity of planned actions.
- Be committed to the vision of MoSL in its next phase of sustainable development and in promoting the best interests of staff, visitors and the community.
- Be legally eligible to stand as a registered Company Director and Charity Trustee.

Desirable:

- Have experience of working for a local authority, city council or similar body at a senior level, or engaging with them as an organisational stakeholder.
- Have previous experience as a Trustee of another Charity.



To apply:

Please submit a covering letter, expressing your interest in the role and your reasons for applying. It is important to also describe how your skills and experience will help you fulfil the responsibilities of the role and reach its potential. Please also include a current CV. The closing date for applications is Friday 24 September 2021.

Shortlisted applicants will be contacted for an interview which depending on circumstances may be conducted virtually. The interview will be with the Nomination Committee which will be formed of three Trustees.

The successful candidate will then be invited to attend the next Board Meeting in early November 2021, with a view to starting the role on 1 December 2021.

If you would like to informally discuss the role, please contact: Ron Morrice, chair@lighthousemuseum.org.uk. A conversation with another Trustee or the Museum Manager is also possible, as is a short visit to see the museum.