



HARVINGTON HALL

MANAGEMENT COMMITTEE BOARD MEMBERS

**DESCRIPTION OF THE ROLE AND PERSON
SPECIFICATION**



THE ARCHDIOCESE *of* BIRMINGHAM

Charity Number 234216

Background

Salary: Unpaid. Expenses incurred while travelling to meetings: Four meetings a year. Additionally, committee members are invited to the AGM and invited to support the annual volunteers “Thank You” meal.

The Hall, which was given to the Archdiocese in 1923 in was made weatherproof in 1930-31 and opened to the public in the late summer of 1931. By the autumn of 1939, when work was stopped by the war, it was one of the show-places of the Midlands. It contains the finest surviving series of priest-holes in the country and is also the only site in the country where Catholic chapels of the sixteenth, seventeenth and eighteenth centuries and a nineteenth-century church all survive together in working order. The Hall is a rare architectural record of the Counter-Reformation, and tells the incredible story of how Catholic families managed to practice their faith in secret under the harsh penal laws of Elizabethan and Stuart England. It traces the journey of the Catholic faith in England from medieval times when the original hall was built to the present day, highlighting the dedication and risks taken by the Catholic priests at a time when it was deemed treasonable for them to celebrate Mass.

1. The Management Committee Structure

The Management Committee will comprise of:

1. The Chair.
2. Diocesan / Parish Representative.
3. The Treasurer.
4. Volunteer Representative.
5. Archaeological Society Representative.
6. Up to 8 appointed members.

The Chair is appointed directly by the Archdiocese of Birmingham; it is the responsibility of the Management Committee to appoint a vice chair from among the members.

2. The role of the Management Committee

The role of the Management Committee is to preserve Harvington Hall for future generations, safeguard the mission and vision and apply them to the charitable purposes of Archdiocese of Birmingham. The Management Committee must always act in the best interests of Harvington Hall, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Management Committee must at all times act as a group and not as individuals.

The Management Committee, through the Chair, reports to the Property Sub-Committee of the Archdiocese. Members of the Management Committee are appointed by the Archdiocese.



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3. Duties of a trustee board member

The duties of the Management Committee are to:

1. Ensure that Harvington Hall complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
2. Ensure that Harvington Hall pursues its objects as defined in its governing documents.
3. Ensure Harvington Hall applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be.
4. Contribute actively giving firm strategic direction to Harvington Hall, setting overall business objectives, defining goals, setting targets, and evaluating performance against agreed targets and reporting the same to the Property Sub-Committee of the Archdiocese.
5. Safeguard Catholic religion past and present, the good name and reputation of Harvington Hall and the Archdiocese of Birmingham.
6. To work alongside the Harvington Restoration Trust to also support the delivery of its charitable aims which include the long term restoration and preservation of Harvington Hall.
7. Ensure the long-term financial and environment sustainability of the Hall.

In addition to the above statutory duties, each member should use any specific skills, knowledge or experience to reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the member has particular expertise.

4. Minimum Commitment

Members are expected to attend an induction session at Harvington Hall prior to their first board meeting. Members are expected to attend all board meetings. Board meetings are held four times a year and will last approximately two hours held at The Hall and where available streamed live.

1. Papers are distributed one week in advance of meetings.
2. Members may be asked to join one of three sub committees People, Buildings and Enterprise, to support and guide agenda for general board meetings.
3. Members may also be asked to also sit on the board of the Harvington Restoration Trust, a separate charity committed to supporting the work of the Hall.
4. Members are invited to the annual general meeting (AGM)
5. Members can claim out of pocket expenses incurred in travelling to meetings.

5. Person Specification

Each Management Committee Member must have:

1. A commitment to the Mission and Vision of Harvington Hall.
2. A commitment to Catholic religion past and present.



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3. Willingness to meet the minimum time requirement.
4. Integrity.
5. Strategic vision.
6. Good, independent judgement.
7. An ability to think creatively.
8. Willingness to speak their mind.
9. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
10. An ability to work effectively as a member of a team and to take decisions for the good of Harvington Hall.

The management committee collectively needs skills and experience in the following areas:

1. Financial management, income generation and enterprise.
2. Fundraising, communications and marketing.
3. Historic conservation and restoration.
4. Human Resource management.
5. Volunteer management and brokerage.
6. Collaborative partnership working.

Harvington Hall Management Committee Themes

People

- HR/Diocese
- Staff
- Volunteers
- Friends of Harvington
- Visitors

Buildings

- Hall maintenance
- Conservation
- Restoration projects
- Health and safety

Enterprise

- Cafe and Shop
- Income Generation
- Fundraising Grants and Trusts
- Visitor Experience
- Education



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- Partnership Working
- Harvington Restoration Trust



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