



Management Committee Member Role Description

Duties and Responsibilities

To protect and manage Harvington Hall for future generations and to ensure the proper investment of the organisation's funds to support the conservation and management plan.

Ensuring that the Hall has a clear vision, mission and strategic direction and is focused on achieving these.

Ensuring that the Hall's governance is of the highest possible standard.

Acting as guardians of the Hall's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

Line management ensuring that the Hall complies with all legal and regulatory requirements for recruitment and managing paid staff and volunteers.

As well as the various statutory duties, any member should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The member will be expected to perform all such additional duties as are reasonably commensurate with the role.

Qualities of a Management Committee Member

Essential

Understanding and acceptance of the legal duties, responsibilities and liabilities of management committees and to report to and work closely with the trustees of the Archdiocese of Birmingham.

Commitment to the Halls objectives, aims and values and willingness to devote time to carry out responsibilities.

Strategic and forward looking vision in relation to the Hall's objectives and aims.

Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.

Good communication and interpersonal skills and the ability to respect the confidences of colleagues.

Balancing tact and diplomacy with willingness to challenge and constructively criticise.

Commitment to working closely with representatives of the Property Sub-Committee of the Archdiocese of Birmingham.



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Desirable

Prior experience of committee/trustee work.

Leadership skills and experience exercised through a period of change and development.

Knowledge of the type of work undertaken by the Hall, knowledge of conservation and restoration.

Knowledge Catholic Church and the historical importance for the Hall.

Experience of planning and prioritising complex and diverse situations that are common in historical buildings.

A wider involvement with the local community.

Experience of charity finance, charity fundraising, events management and budgeting.

Leadership skills exercised through a period of change.

Name

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Date

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Area of Expertise

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Contact Details

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