



Steyning Museum Trust

Chairperson

Together with the Management Committee the Chair is responsible for the day to day running of the Museum.

Key Responsibilities:

- Chair Committee Meetings, agree the Agenda and check the Minutes
- Check Chair's emails (chair@steyningmuseum.org.uk) and answer or defer to the Management Committee as appropriate
- Compile Trustees Annual Report for A.G.M. and Charity Commission
- Authorise expense claims, with the Treasurer
- When volunteers retire or leave the Museum acknowledge their support to the Museum and also when necessary write condolence letters to volunteers or their next of kin
- Advise and listen to colleagues concerns whilst respecting their confidentiality
- Call in to the Museum every week or two to keep in touch with the volunteers

Jointly with the Management Committee:

- When Stewards are unavailable due to holidays or emergencies, fill in gaps on Rota if possible, if not, confirm any Museum closures with the Rota Team
- Assist with social events when needed