



KILMARTIN MUSEUM COMPANY LIMITED

ROLE PROFILE

Title: Company Director

Reports to: Chair of the Board

Term: Up to 4 years (a rota system of retirement operates)

PURPOSE

To provide strategic direction and governance to Kilmartin Museum and expert advice and support to its senior management team.

KEY RESPONSIBILITIES

In conjunction with the Museum Director / Curator:

1. To establish the vision, aims and objectives of Kilmartin Museum in keeping with its charitable and commercial objects;
2. To oversee the development of the business planning process to achieve the company's aims and objectives;
3. To provide effective governance of the financial management of the company;
4. To ensure the financial probity of the company;
5. To determine the pace, style and direction of the company's development;
6. To establish and promote the organisation's role within the community;
7. To develop, monitor and revise company policies and ensure their implementation by the company's senior management team;
8. To promote the company, its activities and its needs to the private, public and voluntary sectors so as to enhance the profile and assist with fundraising;
9. To define and review employment policies and procedures to ensure that the company acts as a responsible employer;

10. To appoint the senior management team of the company;
11. To act as an ambassador for Kilmartin Museum.

DUTIES

1. "The Companies Act 2006 sets out seven general Directors' duties which form a code of conduct setting out how Directors are expected to behave. The duties, which are owed by the Directors to the company, are as follows:

- i to act within the company's powers;
- ii to promote the success of the company;
- iii to exercise independent judgement;
- iv to exercise reasonable care, skill and diligence;
- v to avoid conflicts of interest;
- vi not to accept benefits from third parties; and
- vii to declare interests in proposed transactions or arrangements.

2. Additional duties and responsibilities of Directors:-

- i Directors have a personal responsibility to ensure that accounting records are maintained so that at any time they are able to demonstrate and explain the financial position of the company;
- ii Companies must deliver annual reports and accounts to Companies House and the duty to ensure that the accounts are submitted on time lies with the Directors.

3. Where the company is a charity the Directors are "charity trustees" and their principal duty is to maintain overall control of the charity. They need to ensure that the charity is administered effectively and is able to account for its activities and outcomes both to the Office of the Scottish Charity Regulator ("OSCR") and to the public. The Charities and Trustee Investment (Scotland) Act 2005 describes four general duties that charity trustees are required to comply with, namely, a charity trustee must:

- i Act in the interests of the charity;
- ii Seek, in good faith, to ensure that the charity operates in a manner consistent with its objects and purposes;
- iii Act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person;

iv Ensure that the charity complies with the provisions of this Act, and other relevant legislation.

4. The 2005 Act also puts additional specific duties on charities which charity trustees must ensure are met. These duties relate to such areas as providing charity details on the Scottish Charity Register, reporting to OSCR, financial record keeping and reporting and providing information to the public.

Skills Set for Directors	A - Essential Criteria	B - Desirable Criteria
Experience	<p>Good track record in business or community management</p> <p>Experience of Capital Project Development</p> <p>Working as part of a Board or Senior Management Team</p> <p>Understanding of corporate governance issues including risk management</p>	<p>Leading a team within a company or community organisation</p> <p>Knowledge of the cultural, museum and / or tourism sector, ideally in Argyll or the Highlands</p> <p>Fund raising experience</p> <p>Development of strategic policy</p>
Skills	<p>Relevant skills to contribute to the development of the company; such as Commercial, Business Development, Project Development</p> <p>Effective communication skills including the ability to listen to other opinions to form a balanced view and to challenge and debate in a constructive manner.</p> <p>Ability to contribute effectively to the work of a team or Board for the benefit of the organisation</p>	<p>Analytical skills to understand subject matter, that may be complex, from written and verbal sources</p>

<p>Personal qualities</p>	<p>Commitment to the success of the charitable and commercial objects of the company</p> <p>Good team player</p> <p>Able to act effectively as an ambassador for the company</p>	<p>Commitment to the wellbeing of Argyll and the Scottish Highlands</p> <p>Positive outlook and approach</p>
<p>Other requirements</p>	<p>An understanding of the diverse geographical nature of Argyll</p> <p>Ability to attend day time and evening meetings as required</p>	<p>Appreciation of the status and operation of a community / museum organisation</p> <p>Resident in Argyll or connections with the area</p>