



## Digital Trustee Role Description

### Overall role of a volunteer Trustee

The Board of Trustees of Bampton Heritage and Visitor Centre (BHVC) is responsible for the management of the affairs of BHVC. It conducts its business through properly regulated meetings and follows agreed processes and procedures. It demonstrates its accountability through the publication of appropriate reports to the members and funders, and where appropriate, regulatory bodies, in addition to reporting at the annual general meeting.

### The main duties of each Trustee are:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

### Term of appointment

Trustees are appointed for a 3-year term of office, renewal for further terms unlimited. It may be necessary to vary the term of office to ensure business continuity. The length of a non 3-year term will be made explicit at the time of election, e.g. a Trustee may be offered a 1 year appointment in the first instance.

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## **Main duties of the Digital Development Trustee**

### **The overall role**

The Digital Development Trustee has overall responsibility for the development and implementation of the BHVC Digital Policy. They will run the BHVC website, including the e-shop, on a day-to-day basis, aided by Volunteers as required.

### **Main activities/tasks:**

- To take a key role in the implementation of the BHVC Strategic Plan through the use of digital platforms, in particular the implementation and management of a standalone website and e-commerce.
- Provide leadership on the role of digital in marketing, fundraising, communications and service delivery to help build and implement the BHVC vision. Champion the use of data in Trustee discussions, and in driving the Strategic Plan forward.
- Highlight the opportunities and the risks of digital, in terms of our strategic plan and in reference to the creation of a standalone website and e-commerce.
- Take the lead in evaluating proposals for digital projects for the board.
- To work closely with those that have supported the previous BHVC Digital Policy, in particular the hosts of the two websites (Bampton Town and Devon Museums Group).
- Draw on your digital networks to support the work of BHVC.
- Ensure that the team of BHVC Volunteers have the digital capabilities that they need to implement the strategy.

### **Skills/Interests needed (Digital Enhancement specific)**

- A willingness to help deliver the aims of BHVC through working with other Trustees and Volunteers.
- Successful track record in creation and maintenance of websites and ecommerce.
- Experience of working at both hands-on and leadership level.
- Experience of delivering transformational change to business technologies and processes thus delivering service improvements.
- Experience of current digital project management practices.
- Ability to work at a strategic and visionary level whilst understanding the detail and complexities of delivery.
- Strong communicator and team worker.
- Ability to analyse risks and opportunities, and take a balanced approach to both.
- Extensive networks, and a willingness to draw on contacts as appropriate.

### **Training offered**

- Working with digital collection volunteers

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- Networking with other Digital Enhancement Trustees
- Courses and other more formal training as highlighted by Trustees or requested by the Volunteer Chair subject to budgetary constraints.
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**Time commitment suggested**

- 1 day per week plus attending all Board meetings
- Be available to attend both Volunteer and public events.

**Location**

Mainly in Bampton and its environs, although some travel may be required for meetings, networking and visiting other organisations

**Main point of contact/supervision**

As a Trustee, the Volunteer Digital Lead Trustee will report to the Governing Body and the Volunteers as with all other Trustees' roles.

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