



National Heritage Science Forum – Trustee

Could you be one of our next trustees?

We are looking for up to five trustees to join our Board from the AGM in January 2023. As a trustee of NHSF you would help guide the development of the next Strategic Framework for Heritage Science in the UK (2023-2028), help to raise the profile of heritage science and NHSF in the UK, and help to articulate the relevance of heritage science to society.

Heritage science is an exciting multi- and interdisciplinary field that spans the arts and sciences. Heritage scientists apply science and technology to the understanding and long-term management of heritage, and to increasing people's engagement with heritage. They work with art, artefacts, buildings, archaeological remains and landscapes using techniques ranging from sub-microscopic to satellite-based scales.

About the National Heritage Science Forum

The National Heritage Science Forum (NHSF) brings together organisations that produce heritage science research or apply the results of it. We shape the future through strategic partnerships to build and share knowledge, data and skills across organisational boundaries. We connect people: researchers, conservators, curators, scientists from many disciplinary backgrounds, educators at all levels and commercial operators. We co-create the strategy for heritage science in the UK and coordinate its delivery.

Our member organisations are the driving force behind everything we do. Through our Member Council and Working Groups they inform strategic delivery, shape the Forum's work programmes, and lead on programme delivery. Our members include universities, museums, archives and galleries, public bodies and charities that use scientific research to reveal new information about individual objects and collections; understand how to adapt, re-use or protect buildings from the impacts of a changing climate; or discover how land has been manipulated by human activity over millennia.

Find out more about the work of heritage scientists in our ['5 minutes with...series'](#)

We are now seeking up to five Trustees to join our Board and provide strategic leadership of the Forum. which is guided by the [Strategic Framework for Heritage Science in the UK \(2018-2023\)](#). The Forum's priorities for 2022-23 are to:

- Lead the development of the successor to the Strategic Framework for Heritage Science in the UK (2018-2023) on behalf of the UK heritage science community.

- Work in partnership with AHRC (Arts & Humanities Research Council). E-RIHS.uk (the UK node of the European Research Infrastructure for Heritage Science), IROC (Independent Research Organisations Consortium) and others to secure investment in UK heritage science infrastructure.
- Articulate the broad relevance of heritage science and encourage the heritage science community to show how its research helps to address the issues that matter to people.
- Establish a framework to support heritage science students and Early Career Researchers with networking and skills development to reduce barriers to a career in heritage science and strengthen the identity of heritage science.

Person specification

We are looking for people with genuine enthusiasm for or curiosity about heritage science and the role it can play in society, to join our Board of Trustees at the AGM in January 2023.

We have two ordinary trustee vacancies, and vacancies for the roles of Chair, Honorary Secretary and Honorary Treasurer.

We are particularly keen to encourage applications from people who can help us to think creatively about the opportunities to improve the visibility of heritage science and the Forum's work, to diversify the Forum's income base (including through fundraising) and develop its membership. You do not need to have previous experience as a trustee as we will provide an induction and are embarking on a programme of Board development. If you would like to find out more about the responsibilities of a trustee, there is guidance available from the [Charity Commission](#).

We would like our trustees to show:

- A commitment to the aims and objectives of the [National Heritage Science Forum](#) and to promoting the public benefit of heritage science.
- A willingness to devote time and effort to the role of trustee and to participate in subcommittees or lead areas of work as appropriate.
- Strategic vision and experience of operating at a strategic level.
- The ability to work effectively as a member of a team while contributing an independent perspective.
- Good judgment and the willingness to voice own opinions whilst also taking into account the opinions of others.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee.
- Enthusiasm for heritage science.

Responsibilities of trustees

General

- To contribute to the board of trustee's role in determining NHSF's strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against those targets.
- To identify opportunities for the future development and growth of the organisation.
- To safeguard the good name and values of NHSF.
- To ensure that NHSF complies with its governing document (its Constitution), charity law and any other relevant legislation or regulation.
- To ensure that NHSF applies its resources exclusively in pursuing its objectives.

- To be collectively responsible for the actions of the organisation and other trustees.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation and to exercise financial control through the scrutiny of financial statements, approving financial procedures, and discussing and agreeing annual budgets (with revisions as necessary).
- To ensure that risks are identified and managed appropriately.
- To advocate the role of heritage science to a wider stakeholder community.
- To act as an ambassador for the National Heritage Science Forum.

Chair – additional responsibilities

- Raise NHSF’s profile amongst policy makers and strategic decision makers.
- Act as a high-level spokesperson for NHSF and represent the organisation at appropriate events, meetings or functions.
- Use networks and position to build relationships to ensure the growth of NHSF as an organisation and open up opportunities for collaborative working with allied organisations.
- Work with trustees and member organisations to transform NHSF’s approach to public engagement with heritage science.
- Lead trustees in defining a realistic programme of activities for NHSF.
- Work with the Honorary Secretary to plan the annual cycle of Board meetings and set the agendas.
- Chair and facilitate the Board meetings.
- Monitor the implementation of decisions taken at Board meetings as part of an overall oversight of progress delivery against the annual workplan and strategic direction.

Honorary secretary – additional responsibilities

- Liaise with the Chair to prepare Board meeting Agendas.
- Assemble and send out papers for each meeting from the Administrator and other trustees.
- Attend and take minutes of trustees and circulate draft minutes within two weeks of the meeting.
- Send induction materials to new trustees as they join the Board and collect declarations of eligibility and register of related party interests; register new trustees with the Charity Commission.
- Circulate and collect trustee declarations of related party transactions each year.
- Prepare and circulate AGM notice, agenda, minutes.
- Liaise with trustees over annual trustee resignations and appointments.
- Complete the Forum’s annual return to the Charity Commission.
- Ensure Charity Commission records are up to date.
- Submit the Trustees’ Annual Report, Annual Accounts and Independent Examiner’s Statement to the Charity Commission

Honorary Treasurer – additional responsibilities

- Liaise with the Administrator to prepare NHSF’s annual budget.
- Liaise with the Administrator to prepare the Annual Accounts (receipts and payments basis) following Charity Commission guidelines.
- Review the Charity’s financial policies and procedures annually in consultation with the Chair and the Administrator.

- Liaise with the Administrator to provide a report on the Forum's finances to trustees at Board of Trustee meetings.
- Work with the Administrator to act as point of contact for the independent examiner each year to support the preparation of the independent examiner's statement

Other information

The Forum has its roots in the recommendations of a House of Lords Select Committee report on Science and Heritage (2006), the Science and Heritage Programme (AHRC/EPSRC 2007-13) and the National Heritage Science Strategy (2010). It is a membership organisation constituted as a Charitable Incorporated Organisation (CIO, registered in England & Wales no. 1154160).

- The role of Trustee of the National Heritage Science Forum is voluntary but trustees may apply for the reimbursement of expenses in line with NHSF's financial policies.
- Trustees are appointed for an initial term of three years. Trustees may stand for reappointment up to a maximum of seven consecutive years.
- The Board of Trustees meets 4 times a year, in addition to the AGM. Over the past 18 months meetings have been held virtually but there is a desire to return to some in-person or hybrid meetings. In the past, most in-person meetings have been held in London.
- The time commitment is estimated at the equivalent of 0.5 days per month for ordinary trustees, and 1 day a month for Chair, Honorary Secretary and Honorary Treasurer, though this does not fall equally throughout the year; key months for engagement are typically February, May, October, December.
- Any Trustee who attends fewer than 1 in 4 consecutive Board meetings may be asked to resign.
- Trustees must declare that they are eligible to act as trustees and must declare all related party interests and transactions.

Application process:

Please apply by submitting a **CV and a covering** letter outlining why you are interested in the role of trustee of the National Heritage Science Forum by email to Caroline Peach (administrator@heritagescienceforum.org.uk) by 17:00 on **Friday 28th October 2022**.

Please indicate whether you are interested in applying as an ordinary trustee, or as Chair, Honorary Secretary or Honorary Treasurer.

Please let us know by email if you need any reasonable adjustments to enable your participation in this recruitment process.

Applicants will be informed whether they have been invited to take part in an interview about their interest in the role with NHSF's appointments panel by the end of 1st November 2022.

Interviews will take place online via Zoom on **16th November 2022**.

The successful applicants will be proposed to the membership for appointment to the Board of Trustees at NHSF's AGM in January 2023.