

Hertford Museum

Trustee Role Summary (Finance)



HERTFORD MUSEUM

Inspiring Generations

1. To work with Museum staff to ensure accurate keeping and presentation of quarterly (and other) financial reports
2. To write quarterly reports for Hertford Town Council that summarise developments and trends (usually a few paragraphs at most)
3. To interrogate the Trust's financial forecasts
4. To monitor the Trust's investments (working with the Museum's Investment Manager)
5. To advise the Board on important financial decisions
6. To work with the Curator and Chair on the annual grant application to Hertford Town Council
7. To liaise, when necessary, with the Trust's auditors to ensure accurate and timely reporting.
9. To approve budgets, salary increases and significant expenditure as part of the Museum's Finance and HR Committee.

Approximate time commitment: 15-20 hours per quarter

For further information, please contact Chris Seward, Chair of Trustees, via sewhomecmcj@btopenworld.com