



Trustee Application Pack for ICOM UK Board 2025

Welcome

Thank you for your interest in becoming a trustee for ICOM UK. We are seeking a new trustee to help us deliver our new strategy to support UK museums working internationally and connect members to the global museum community.

This is a particularly exciting time to join the ICOM UK Board. We have a diverse, strong and experienced board with a great mix of skills. We are launching our new strategy, moving to establish a new Charitable Incorporated Organisation (CIO) and rebuilding our executive function under the leadership of our new Strategic Director. Our membership is growing and we are committed to improving our offer to members and extending our reach. As a trustee, you would have an opportunity to shape ICOM UK's direction and activity both in the UK and internationally, and contribute your experience for the benefit of our members and the sector.

We are currently seeking to appoint a trustee with strong financial acumen and a passion for the museum and heritage sector and working internationally to the role of:

Finance Lead

We have included information in this pack which we hope will encourage you to apply. If you would like an informal conversation or require any adjustments to the application process, please get in touch with our Co-Chairs:

Christian Baars: Co-Chair1@icomuk.org

Maria Blyzinsky: Co-Chair2@icomuk.org

Diversity on our Board

We recognise that the most effective boards are ones which benefit from the lived experience of individuals from a diverse range of backgrounds, experience and skills.

We are therefore committed to maintaining a diverse Board that includes multiple perspectives and ensures a broad representation of our members, although you do not need to be a member of ICOM UK to be a trustee. We welcome applicants from all sections of the community and particularly encourage application from disabled and neurodiverse candidates who are currently underrepresented on our Board.

About ICOM UK

ICOM UK is the UK's only museum alliance with a dedicated international focus. As a professional organisation, we connect members based in the United Kingdom and the UK's overseas territories to the global museum community. Through participation in collaborative projects and with a lively events programme, ICOM UK actively contributes towards the international heritage agenda. Our bursary scheme is designed to help our members participate in international museum activity.

Our current priorities include:

- Protecting cultural heritage at risk
- Contributing towards best practice in decolonisation
- Cultural heritage and climate action
- Placing museums at the heart of cultural diplomacy

ICOM UK contracts freelance staff to manage the organisation and deliver its operations. Currently the team includes:

- Strategic Director
- Administration & Membership Manager
- Communications Assistant

Trustees also play an active role in the organisation's operations including:

- Leading and participating in committees and working groups
- Supporting the delivery of the annual conference, the bursaries and Student & Emerging Professionals programmes

ICOM UK Membership

ICOM UK currently has more than 3,000 members. Our membership has grown steadily and rapidly since 2019. Continuing to grow membership is a priority for ICOM UK, along with ensuring members receive the best possible value from their membership through an attractive benefits package.

Membership of ICOM UK currently offers a number of benefits including:

- Membership card providing free access to museums and galleries around the world
- Access to ICOM UK bursaries to support museums professionals to undertake international work
- Priority booking for the annual conference
- Members only talks and events
- Monthly newsletter and regular news updates from the global museum sector
- Access to sector resources on working internationally
- Access to an international network of museum professionals through International Committees

About ICOM

<http://icom.museum/>

ICOM is a global organisation of museums and museum professionals. It consists of 138 national committees, of which ICOM UK is one. Since forming in 1946, membership of the whole ICOM network has grown to over 50,000 members.

Membership benefits include conferences, training opportunities and exchange programmes; involvement with subject specialist groups and international committees; access to an online library, practical tools and professional standards; as well as free or reduced-price entry to thousands of museums worldwide.

ICOM has five main missions:

- establish standards of excellence
- lead a diplomatic forum
- develop a professional network
- lead a global think tank
- carry out international missions

Trustee / Finance Lead Role for ICOM UK

ICOM UK is currently seeking a new trustee to join our Board in the role of:

Finance Lead

The role of the Finance Lead is to maintain a strategic overview of ICOM UK's financial position and of the conduct of its financial affairs such that they provide well-grounded advice to the Board of Trustees. With the Strategic Director, you will guide and advise the Board about its financial duties and responsibilities and in the approval of budgets, accounts and financial statements, within a financial policy framework. You will also ensure that appropriate financial measures, accounting procedures and controls and financial policies are in place, which are appropriate for the charity and company. You will contribute to the Governance & Risk Committee.

ICOM UK employs an independent accountancy firm to prepare the annual accounts, and the Strategic Director and Administrator support day-to-day financial management, operations and bookkeeping, so this role is focussed on strategic oversight.

The role requires experience and skills in financial planning and management, preferably in a charity and/or company, along with the ability to understand and communicate the impact of decisions on the organisation's finances.

The Role of Trustees

To be a trustee of an organisation is an engaging and fulfilling role. Trustees ensure that ICOM UK abides by and fulfils its charitable objectives. The Board of Trustees must always act in the best interests of ICOM UK.

Trustees support the Co-Chairs and are responsible for providing oversight, governance and leadership to ICOM UK in order to fulfil its strategic and charitable purposes.

Trustees lead or form committees and/or working groups to develop and deliver focussed areas of ICOM UK's strategic plan.

The ICOM UK Board includes members from all four nations of the UK (Wales, Scotland, Northern Ireland and England) as well as the UK's so-called Overseas Territories.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document, known as the constitution
- To ensure that the organisation pursues its objectives as defined in the governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives – the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are
- To contribute actively to the Board of Trustees' role in giving firm strategic direction, setting overall policy, defining goals, setting targets and evaluating performance
- To monitor the performance of the CEO (Strategic Director)
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure proper investment of the organisation's funds
- To safeguard the good name and values of the organisation

The Role of Trustees

In addition, with other trustees, to hold the charity ‘in trust’ for the current and future beneficiaries by:

- Ensuring the charity has a clear vision, mission and strategic direction and is focussed on achieving these
- Being responsible for the performance of the charity and for ensuring the charity complies with legal and regulatory requirements
- Acting as guardians of the charity’s assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the charity’s governance is of the highest possible standard

As well as the statutory duties, any trustee should make full use of any specific skills, knowledge and experience to help the Board make good decisions

Each trustee must have:

- A passion for international collaboration in the museum, gallery or heritage sector
- A commitment to the work of ICOM UK and ICOM, comply with the Code of Ethics, and advocate for the organisation
- A willingness to meet the time requirement for being a trustee, including regular attendance at Board meetings
- A commitment to equity, diversity and inclusion
- Integrity and good, independent judgement
- A willingness to speak their mind and contribute their skills and experience
- An ability to work effectively as a member of a team and to take decisions for the good of ICOM UK
- Willingness to support and direct the work of the Executive in line with the strategy and including playing a part in committees/working groups

What is involved?

Trustees use their expertise and networks to support the work of ICOM UK, they advocate for the organisation and develop ICOM UK's influence through partnerships and fundraising. There are additional opportunities to lead / join committees and working groups to develop and deliver focussed areas of work for ICOM UK.

Term

ICOM UK Trustees serve for a term of three years, which can be renewed once. In addition, Trustees can serve up to two 3-year terms in one of the formal roles (Co-Chair, Secretary, Treasurer, Head of the Bursary Committee), up to a maximum of 12 years in total.

Time Commitment & Ways of Working

Trustees are required to attend up to four Board meetings a year, plus the Annual General Meeting (AGM) and an annual Board Away Day that is usually held in London, and actively contribute to ICOM UK's work between meetings. We also encourage trustees to attend ICOM UK's events, including the annual conference, and the Students & Emerging Professionals programme.

The annual commitment for Trustees is approximately 8-12 days. This includes preparing for and attending quarterly Board meetings; preparing for and attending AGM; weekly meetings with the Strategic Director; contributing to the Governance Committee; attend annual Board Away Day. ICOM UK does not have a physical office and all contractors, volunteers and trustees work remotely. Apart from the Away Day, all meetings are held online.

Remuneration

The position is not remunerated but Trustees can claim for travel expenses for one in-person Board meeting per year or to represent ICOM UK at meetings (exceptions can be agreed with the Co-Chairs where necessary to enable Trustees to fully participate).

The Finance Trustee must have:

- Experience of financial management at a senior level
- Commitment to the ICOM Code of Ethics
- A willingness to meet the time requirement for being a trustee, including regular attendance at Board meetings
- A commitment to equity, diversity and inclusion
- Integrity and good, independent judgement
- A willingness to speak their mind and contribute their skills and experience
- An ability to work effectively as a member of a team and to take decisions for the good of ICOM UK
- Willingness to support and direct the work of the Executive in line with the strategy and including playing a part in committees/working groups

Desirable

- A passion for international collaboration in the museum, gallery or heritage sector
- A commitment to the work of ICOM UK and ICOM and willingness to advocate for the organisation

How to apply

If you are interested in joining the ICOM UK Board as a trustee, please submit your application by sending the following to info@icomuk.org with the subject 'TRUSTEE' by 10am on Tuesday 26 August 2025:

- CV outlining relevant experience (no more than two sides of A4)
- Equal Opportunities Form - This form will be treated confidentially and detached from your application to ensure anonymity during shortlisting.
- An expression of interest in the trustee role to include what knowledge, skills and experience you would bring to the role, and what you personally hope to gain by becoming a trustee of ICOM UK. This can take the form of one of the following:

A written letter (no more than two sides of A4)

A film or audio recording (up to 5 minutes length)

A visual representation (e.g. a PowerPoint, mindmap, etc)

If sending audio or video files, please send via WeTransfer to info@icomuk.org.

Please indicate which trustee role you are applying for in your submission.

If you would like an informal telephone conversation or Teams meeting with one of our Co-Chairs prior to submitting an application, you can contact them directly using the email addresses below:

Christian Baars: Co-chair1@icomuk.org

Maria Blyzinsky: Co-chair2@icomuk.org

Once applications have been reviewed, we will invite suitable candidates to interview on 16 September 2025. The panel will include current trustees and the Strategic Director. Prior to the interview a list of discussion points will be shared with you.

Thank you for your interest in the trustees roles.

For questions and / or an informal conversation, please contact:

Christian Baars, Co-Chair, ICOM UK: Co-Chair1@icomuk.org

Maria Blyzinsky, Co-Chair, ICOM UK Co-Chair2@icomuk.org

To submit your application, please email: info@icomuk.org



Museums have no borders - <https://uk.icom.museum>

