



Archives West Midlands

e: archiveswestmidlands@gmail.com

<https://archiveswestmidlands.org.uk>

Role of a Trustee in AWM

Archives West Midlands (AWM) is a Charitable Incorporated Organisation which represents its members, archive services in the West Midlands region. We represent 26 organisations which hold the largest archive collections and attract the most visitors in the region. AWM is supported by The National Archive and 7 other national and regional bodies.

AWM was formally launched in 2016 and our charitable aim is to advance learning and education for public benefit by supporting the collection, storage, preservation, promotion, and access to archival materials relating to the region; and through our member training days and meetings we actively support our members with information, professional development, and support; and we promote best practice.

AWM provides a forum and a 'safe space' where members can come together to support one another to manage the challenges of a rapidly changing environment. We recognise that working collaboratively, sharing best practice and expertise is more important than ever, it makes us collectively stronger and creates new opportunities for joint projects.

Our aims are to:

- Promote the importance of archives as vital regional assets
- Encourage the highest standards of archive work
- Encourage investment in digital preservation and digital access to collections and services
- Develop and support regional (sub-regional) projects
- Provide a confident and coherent voice for the region's archives

Over a five-year period AWM has built an effective network- our joint working enables our members to be stronger and better placed to advocate and promote the importance of their collections.

Role

Becoming a Trustee of AWM will enable you to shape the direction of our organization and working with the Board and our Members it will provide an insight into the archive profession and its role in preserving the heritage of the West Midlands in a time of challenge and change.

This is an exciting time to join the board of AWM as the archives sector meets the challenges of digital preservation and access, processes which rapidly accelerated during lockdown; and aims to make a significant contribution to equality and diversity in the archives profession through our 'No Barriers' project.

Core competencies

We are seeking two people to become a Trustee and join our Board. Candidates must have a strong connection to the West Midlands' region and have an enthusiasm for the region's heritage.

Trustees have independent control over, and legal responsibility for, AWM's management and administration. They play a vital role in a sector that contributes significantly to the character and wellbeing of the country.

Trustees are elected on rotation for a period of three years and may only serve for a total consecutive period of nine years before standing down.

Trustees are expected to attend two out of the four Trustee meetings held every calendar year. They are currently being held virtually however as we recover from the Pandemic this will be reviewed.

Statutory duties

The overriding duty of all charity Trustees is to advance the purposes of the charity. The Charity Commission has identified six main statutory duties of a Trustee, which you can read more about here: [The Essential Trustee](#). As a Trustee you must:

1. Ensure that your charity is carrying out its purposes for the public benefit;
2. Comply with your charity's governing document and the law;
3. Act in your charity's best interests and avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body;
4. Manage your charity's resources responsibly, making sure the charity's assets are only used to support or carry out its purposes;
5. Act with reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary;
6. Ensure your charity is accountable, complying with the law, well run and effective.

Being a trustee

One trustee observed:

"Being a trustee offers a fantastic opportunity to support archive services across the region in delivering the day job and developing and also to advocate for the importance of archives and the great work our services do. I'm really glad that I've become a trustee and feel that as a group we make a big and important difference in a sector that is often misunderstood or overlooked."

AWM supports diversity and equality in its board of trustees and welcomes applicants who can demonstrate enthusiasm and commitment regardless of their level of experience.

Applications

If this role is of interest to you, please send a short CV and reasons for your interest to Janene Cox at archiveswestmidlands@gmail.com by 9th July 2022. If you would prefer a short conversation please contact me via my email address.