



# British Glass Foundation

## BECOMING A MUSEUM TRUSTEE

**Inviting you to be part of our 400 year glass making heritage.**

Thank you for your interest in becoming a Trustee of the British Glass Foundation (BGF).

Becoming a Trustee offers a rewarding and stimulating opportunity to get involved in the development of this brand new glass museum, White House Cone - museum of glass, and make a real contribution to cultural life, both on a local, national and indeed international scale. We are aware that as we grow and develop as a business the requirement to attract and grow our visitor base is essential and we would like to reflect this in the diversity of our Trustees.

We welcome applications from individuals from all backgrounds, particularly those with proven operational experience, who can enrich our organisation by bringing their knowledge and acumen to the table.

If you would like to apply, please read the guidance notes carefully, in which the application details are attached.

Thank you for your interest and we look forward to your application.



June 2017

Registered Charity No 1139252 / Registered Company No 7344291



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## Introduction

Thank you for your interest in becoming a Trustee of The British Glass Foundation (BGF). Trustees play an important and central role in the leadership of the organisation and we value greatly the experience, expertise and commitment our Trustees bring, without remuneration and purely in the interests of the brand new White House Cone - museum of glass. Trustees are crucial to achieving ever greater levels of success for our activities and as an educational charity we seek to broaden the appeal and value of the story of the glassmakers through an engaging and immersive visitor experience for people of all ages.

The BGF is currently looking to refresh, develop and further strengthen the Board of Trustees and is particularly keen to increase its diversity to reflect our audiences and community. This briefing pack is designed to help you participate fully in our selection and appointment process and to provide you with all the information you need in order to understand how you meet the requirements of the role. We strongly advise that you read these notes thoroughly before making an application.

After reading this information we hope you will feel encouraged to apply to become a Trustee and in doing so give yourself an opportunity to make a significant contribution to preserving the 400 year glass making heritage in the region for future generations.

If you would like an informal and confidential discussion about becoming a Trustee please contact Graham Knowles, Chairman of the Charity or Lynn Boleyn MBE, Secretary to the Trustees.

Graham Knowles  
Chairman

## How It All Started – The Story So Far



The British Glass Foundation, a registered charity, was formed in response to proposals for relocating the Stourbridge Glass collection from its home of 30 years, Broadfield House Glass Museum in Kingswinford. Dudley Council announced closure plans to the staff at Broadfield House Glass Museum on the 5 January 2009. Save Our Glass Heritage - a pressure group - was formed on the 18 March 2009 following local, national and international outcry at the closure plans. Broadfield House Glass Museum was closed on 30 September 2015 and the glass collections are currently in storage at Himley Hall pending the completion of the new museum which will be formally opened in Spring/Summer 2018.

The collection is without question one of the most important of its type in the world and so merits a permanent home that is appropriate, sustainable and fit for purpose in the long term.

The BGF's aims were, in essence, to be an integral element in any proposals to help secure such a home; to promote glass, and Stourbridge Glass in particular, and to encourage its practitioners. The Stourbridge Glass Quarter in this context is centred around Stourbridge and the surrounding area and includes Red House Glass Cone and Ruskin Glass Centre, various factories and studios plus the numerous retail outlets and private entrepreneurs operating in all aspects of glassmaking and decoration.

The glass collections represent one of the finest holdings of British 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> century glass in the world and includes stunning examples from every major period of glass production in this country, the highlight being cameo glass, the speciality of Stourbridge factories at the end of the 19<sup>th</sup> century. The collection also includes important glass archive material, e.g. pattern books from Stevens & Williams, Richardson's and Thomas Webb & Sons, together with two major glass libraries from Robert J Charleston, former Curator at the Victoria & Albert Museum, and H. Jack Haden, a local historian who amassed a valuable collection of local Stourbridge material. The glass library is one of the finest in the country and includes the complete microfiche catalogue of original glass catalogues owned by the Corning Museum of Glass in America, the only museum in this country to own this valuable research facility. Notable archive pieces include the only surviving "Pull-Up" machine invented by John Northwood I in the 1880's to decorate glassware at Stevens & Williams, and a rare complete example of a Bohemian copper-wheel engraving lathe which was used by the great Joseph Keller. In the 1980's the foundations of an entire 17<sup>th</sup> century glass furnace were rescued from the estate of Sir Charles Wolseley near Rugeley in Staffordshire.

The BGF was set up on the 30 March 2010 and was formally launched in the splendid surroundings of Hagley Hall, near Stourbridge on 24<sup>th</sup> November 2010 with many celebrities attending. This was done with backing from numerous organisations including Friends of Broadfield House Glass Museum, The Glass Association, The Glass Circle, Scottish Glass Society, Contemporary Glass Society, Glass Collaborations, British Glass Federation and the British Society of Scientific Glassblowers, to name but a few.

The charity very quickly transformed from a pressure group set up to protect the glass collections at Broadfield House into a much respected organisation which is widely recognised for its integrity and breadth of intellect, being the only party that could accept custody of the collections, and working closely with Dudley Council and Complex Development Projects Limited (CDP - the developer).

The BGF also works very closely with the other major tourist attractions in the area, e.g. Dudley Zoo and Castle, Black Country Living Museum, Wrens Nest Nature Reserve, Canal Trust & River Trust, the Glass Quarter, Ruskin Glass Centre, Red House Cone and also the major hotel chains. It is keen to link together and to highlight all the attractions and so attract visitors to the area to help boost tourism in Dudley and the local economic situation.

The charity has very close connections and relationships with The Corning Museum in New York, The British Museum and the Victoria & Albert Museum in London.

In January 2011 an outline ERDF application was put together by Complex Development Projects Limited (CDP) for Dudley Council in conjunction with the BGF for funding for a new museum on the derelict White House Cone site in Wordsley opposite the Red House Cone site. The outline ERDF application for £2,147,844 was submitted on 28<sup>th</sup> February 2013 which was successful and a full application was invited.

It has been agreed that the BGF will have a 125 year lease of the building and a 125 loan of the glass collections from Dudley Council. The building was formally handed over to the charity, following the completion of the building work, in June 2017. A Round 2 Heritage Lottery application of just under £1m was submitted on the 22 May for the internal fit-out of the new museum and a decision is expected in September 2017. In the meantime there will be various temporary exhibitions at the new museum during the International Festival of Glass prior to the formal opening in Spring/Summer 2018.



## Vision, Mission and Strategic Aims

The vision for the White House Cone - museum of glass is the creation of a visitor attraction for tourists and local people retaining and discovering their rich heritage. This will not be a dusty museum of limited interest to the general public, but a place that inspires imagination in the young and innovation in the glass industry with glass making taking place on site.

It will continue to raise the profile of the importance, locally, nationally and internationally, of the Dudley glass collections and archives and aims to work closely in partnership with Dudley Council to accomplish its objectives.

## **Finance**

As a registered charity the BGF operates as a “not for profit” organisation with any generated surpluses being used to strengthen general reserves and/or reinvested back into helping achieve our charitable objectives.

Financial Accounts are readily available on the web site [www.britishglassfoundation.org.uk](http://www.britishglassfoundation.org.uk)

## **Why Become A Trustee**

Becoming a Trustee provides a challenging, rewarding and enjoyable opportunity to get involved and play an active role in something that matters to you. Although it is strictly on a voluntary/unpaid basis being a Trustee offers you the opportunity to:

- Use your skills and experience effectively
- Make new contacts, acquaintances and friends
- Improve personal networks
- Develop new skills and knowledge
- Get involved in the local community and crucially
- Make a positive difference.

## **Prospective Trustees: Essential Requirements**

The Charity Commission’s document Good Governance: A Code For The Voluntary and Community Sector (October 2010) states that “An effective board will provide good governance and leadership by:

1. Understanding their role
2. Ensuring delivery of organisational purpose
3. Working effectively both as individuals and a team
4. Exercising effective control
5. Behaving with integrity
6. Being open and accountable”.

In addition to these principles we will expect prospective Trustees to demonstrate most of the following requirements and qualities:

- An ability to think strategically, focussing on major issues;
- Experience of business management in either private, public or voluntary sectors;
- Effective networking skills;
- Well-established and current professional networks;
- Effective communication and advocacy skills;
- A readiness and ability to play a role in fundraising;
- Empathy with the Museum’s vision, including an appreciation for the social and industrial history of the 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> centuries;
- An ability to command respect amongst regional stakeholders and national decision makers in the public and private sectors;

- Professional background in one or more of the following disciplines:

Museums, Culture, Leisure, the Arts or Creative Industries  
 Collection Management  
 Visitor Attraction Management  
 Finance  
 Fundraising  
 Law  
 Communications, Marketing and Media Relations  
 Education and/or Academic Research  
 Business Leadership

- We are particularly keen to receive applications from people with strong business experience and who will add to the diversity of the Board.

## **Duties, Responsibilities and Accountabilities**

The Museum is governed by a Board of Trustees, who are also directors of BGF Trading Limited (Company Reg No 9634299) for the purposes of company law. Within the main principle that the Museum needs to be headed by an effective Board, which is collectively responsible for the long term success of the Museum, the main duties and responsibilities of the Trustees are described below:

### **Accountability, Legal and Financial Duties**

- Reports on the Museum's activities, including the achievement of "public benefit" as a registered charity;
- Observes the Memorandum and Articles of Association, charity and company law and other regulatory requirements;
- Safeguards financial stability, including approval of the annual budget and deciding on major resource issues;
- Regularly monitors performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.

### **Policy and Planning**

- Sets the overall strategic direction, setting policy, defining objectives and setting targets and evaluating performance;
- Approves the "Business Plan" and ensure sustainability of operations;
- Ensures that all risks associated with the Museum are recognised and that appropriate mitigation measures are enacted and regularly monitored;
- Provides guidance on new initiatives;
- Focuses on key issues.

### **Advocacy**

- Safeguards the good name and values of the organisation;
- Promotes the Museum, its activities and it needs to the public, private and voluntary sectors so as to enhance the Museum's profile and assist with its fundraising activities;
- Acts as an enthusiastic and well-informed ambassador the Museum at all times.

## Employment and Personnel Duties

- Oversees the recruitment of the Museum Manager
- Ensures the safe and efficient use of premises for both staff and the public in line with its Health & Safety Policy.

In short, Trustees work to ensure compliance with their legal duties to

- (i) Act in the interests of the charity and its beneficiaries;
- (ii) Protect and safeguard the assets of the charity
- (iii) Act with reasonable care and skill; and
- (iv) Ensure the charity is accountable.

For more details of the specific legal obligations of Trustees please visit the Charity Commission website [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission) and follow the links to their guidance note Charity Trustee : What's Involved (July 2015) and publication CC3 The Essential Trustee: What You Need To Know, What You Need To Do (July 2015).

## Your Contribution To The Board Of Trustees

Trustees are usually appointed to the Board because they have something special to contribute to the Museum due to their skills or experience in a particular area, such as managing a Visitor Attraction, having museum curatorial experience, the Arts, Education, Fundraising, Marketing, Law or Finance. However, you will not be expected to take on sole responsibility for that area (the Board is collectively responsible for its decisions and actions) but it is hoped you will take on, and get involved in, a variety of matters according to your interests and skills.

In order to make an effective contribution to the Museum you will be expected to:

- Become familiar with the Museum's vision and mission, strategic aims, organisation and resources;
- Keep up to date with developments in the national museum sector within which the Museum operates. The Museum's staff will be happy to assist with this by offering advice, suggesting industry e-bulletins and sourcing materials;
- Be prepared for meetings and know the right questions to ask senior staff – your contribution as a Trustee will be far more effective if you take the time to read the agenda papers in advance of meetings.
- Contribute to, accept and stand by decisions of the Board – deliberations of the Board are confidential; you should therefore not disclose details of them to outside parties. Once a decision has been made you should accept it.
- Support the staff – The Museum Manager will look to the Board for support in his/her dealings with the staff, volunteers, stakeholders and also external parties such as the media and the public.
- Avoid conflicts of interest – there may well be occasions when your own business or personal interests conflict with those of the Museum. In these situations Trustees should, at the very least, declare their interest and take no part in the decision making process.

## **Eligibility**

The law places certain restrictions on becoming a Charity Trustee. For example, you cannot be under the age of 18, previously have been removed from Trusteeship of a Charity by a Court or the Charity Commission, disqualified under the Company Director's Disqualification Act 1986 or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If you are in any doubt about your eligibility, visit the Charity Commission website at [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission).

## **Time, Commitment and Term of Office**

Taking into consideration the frequency of Board meetings (currently 6 times a year), travel time, the necessity to read reports and other information provided for Trustees, the time commitment is estimated at the equivalent of 4 days a quarter.

It is essential that Trustees attend meetings when required and before making an application you should think carefully about your availability now and in the future. The attendance of Trustees at meetings is reported in the charity's Annual Report.

Trustees are asked to commit to a 3 year term on the Board with the option of serving for a second term of 3 years.

## **Application and Selection Process**

You are invited to apply in confidence by submitting your Curriculum Vitae, together with a brief covering letter highlighting why you want to be a Trustee, what you feel you can contribute and any other information that you think will help the Appointment Panel. Applications should be returned by 1 September 2017 with a view to new Trustees being in place by the end of the year/beginning of next year.

The following advice is designed to help you apply as effectively as possible:

- Study all the information you have about the role of a Trustee
- If you are not already familiar with the White House Cone - museum of glass please contact us to arrange a visit.
- Visit the BGF's web site at [www.britishglassfoundation.org.uk](http://www.britishglassfoundation.org.uk) or the Charity Commission web site where you can download free a copy of the charity's latest Annual Report and Accounts (2016).
- Study the Prospective Trustees: Essential Requirements section of this briefing pack in order to be able to set out clearly how you meet the requirements of the role.
- If you have a disability, which makes writing difficult or impossible, it is possible that the application can be completed in a different way. If you have such difficulties please contact us.
- Follow us on Facebook and Twitter.
- To help us with copying your application for the Appointment Panel please use black ink.

We will acknowledge receipt of your application. Shortlisted applicants will be invited to meet with the Appointment Panel. Appointments will be based on merit and successful appointments may be staggered during the course of 2017/2018.

Please complete the separate Declaration of Eligibility Form and Selection Monitoring Questionnaire to enable us to monitor the effectiveness of our selection policy and processes, so that we can ensure selection is carried out fairly. The information you provide will also help us identify any barriers to selection. Your answers will be treated in confidence and used for statistical monitoring purposes only. Your completed questionnaire will not be seen by those responsible for short-listing and will not, therefore, form part of the selection process.

Please sent your application in confidence to:

Graham Knowles - Chairman  
British Glass Foundation  
c/o Hulbert Properties Limited  
Hulbert Drive  
Dudley  
West Midlands  
DY2 0XW

Telephone 01384 239019

Email: [bgf@britishglassfoundation.org.uk](mailto:bgf@britishglassfoundation.org.uk)



EUROPEAN UNION  
Investing in Your Future  
European Regional  
Development Fund 2007-13



## **Equal Opportunities Statement**

The BGF, working towards achieving diversity, welcomes applications from all members of the community. It fully accepts and welcomes the fact that society consists of many diverse groups and individuals and that this diversity will be an asset to the Museum.

As an organisation dependent for its success on the full involvement of users and visitors and as an employer, the BGF recognises that it has a moral and legal responsibility to promote equal opportunities. In addition, it recognises that the pursuit of equality of opportunity is essential for a productive and professional working environment.

This policy statement sets out the BGF's commitment to being an equal opportunities employer and is an integral part of every aspect of our activities. It is based on the most recent changes in legislation and represents our commitment to tackling inequality, discrimination and disadvantage. Our goal is equality of opportunity for everyone who uses, visits, work in and works for the Museum and we will provide services and develop employment practices accordingly.

In particular, the BGF is committed to making sure that:

- There is equality of opportunity in terms of access to the Museum and its services and that this reflects and is appropriate to the needs of the diverse communities using and visiting the Museum.
- Prospective and present employees are afforded equal and fair treatment in relation to recruitment, selection, terms and conditions of employment, training and promotion.
- The BGF will work to actively combat discrimination and make sure that prospective or present employees, and those who wish to use and visit the Museum, are not treated less favourably on the grounds of: Gender, Marital Status, Employment Status, Responsibility for Children or Dependents, Race, Colour, Religion, Ethnic or National Origin, Age, Disability, Class, Sexual Orientation, Gender Reassignment or by association with anyone with a protected characteristic or are disadvantaged by the application of any other conditions or requirement, which cannot be shown to be justified.

## **Data Protection Act 1998 and Immigration, Asylum and Nationality Act 2006**

The information that you provide as part of your application will be used in the selection process. All information about you will be securely held, with access restricted to only those involved in dealing with your application. Unless you are appointed as a Trustee, your data will be kept for 12 months and then destroyed. By signing and submitting your application and Selection Monitoring Questionnaire, you are giving your consent to your data being stored and processed for the purposes of the selection process.

In order to comply with the Immigration, Asylum and Nationality Act 2006 it may be necessary to see proof of your right to live in the United Kingdom. If proof is required, we will request it once an offer of Trusteeship had been made but before you take up the role on the Board of Trustees.

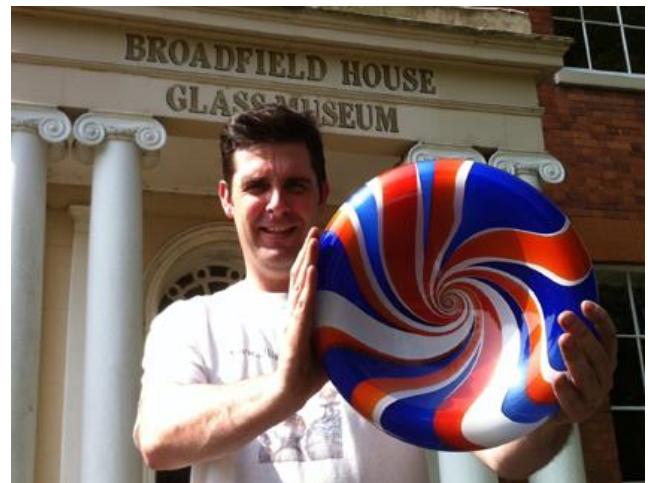
## The Current Board of Trustees

BGF Chairman, Graham Knowles, and his family have been in business in the Black Country for over 50 years. Graham is Chief Executive of the family run local Hulbert Group of companies, founded in 1939 by his Father. He has extensive experience of financial management. He is committed to Black Country activities and has assisted various initiatives e.g. installing and maintaining the press at the entrance to the Black Country Living Museum. He was also a benefactor of Broadfield House Glass Museum, with glass on loan to them, and is a former Patron of the Friends of Broadfield House Glass Museum.



Graham Fisher MBE is an adult education lecturer, author, public speaker, local radio presenter and *ad hoc* ambassador for the Stourbridge Glass industry, with a lifelong dedication to inland waterways and latterly Stourbridge Glass. For many years he was Special Features correspondent for a monthly waterways magazine. His involvement in waterways initiatives led to being awarded the MBE in 2001 for services to inland waterways. He has given many presentations and written books on glass making and the local waterways network. He is a member of West Midlands Waterways Partnership and, in 2005 was voted as Inland Waterways Personality of the Year. He has given many television and radio appearances. He is responsible for PR and communications and edits BGF's e-magazine GlassCuts.

Allister Malcolm is a Glass with Sculpture graduate and the resident glass artist at White House Cone museum of glass. He is a renowned craftsman within his field and has worked as a product designer and lecturer. He produces and markets his own products and has exhibitions throughout the UK and USA. His studio is rapidly expanding as demand for his work grows; commissions from corporate and private clients in the USA, Europe and the Middle East support evidence of his international acclaim.



Meriel Harris has 25 years' experience as a senior management consultant in London and more recently with her own company in the Midlands. She is immediate past Chairman of Stourbridge Decorative and Fine Arts Society and is Deputy Area Chairman of the West Midlands Decorative and Fine Arts Society (15 Societies / c5,000 members). She has been a Director of Worcestershire County Cricket Club and its Trading Company since 2003 and is a Trustee on the PCC of St Mary's Church, Old Swinford, Stourbridge. Meriel is Treasurer for the BGF.



## Patron

David Williams-Thomas (Patron) is former managing director and chairman of Stevens & Williams Limited, which became Royal Brierley Crystal Limited, world famous for its glass. Founded in 1846 the trading name of Stevens and Williams was used until 1930 when the company became Royal Brierley Crystal to signify its appointment as the Royal British Glassmakers. Previously President of the Glass Manufacturers Federation and a Council member of the Society of Glass Technology David has extensive experience of financial management and is also a Trustee of Pershore Abbey. He was High Sheriff of the West Midlands County in 1982 and Deputy Lieutenant of the County of Worcester 1985 and continuing and a Member of the Council of the Royal Warrant Holders Association 1985-1995.



# British Glass Foundation

## Declaration of Eligibility Form

By completing and signing this form, you declare that you:

- are willing to act as a Trustee of The British Glass Foundation
- understand the organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you: have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- have an individual voluntary arrangement (IVA) to pay off debts with creditors
- are disqualified from being a company director
- are subject to an order made under section 429(2) of the Insolvency Act 1986
- have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement
- have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
- are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011

You also declare that:

- any information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- the organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as a trustee - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

Name (please print) .....

Signed ..... Date .....



# British Glass Foundation

## SELECTION MONITORING QUESTIONNAIRE

The British Glass Foundation is committed to equality in the provision of its recruitment and selection procedures. It is the Foundation's policy to treat job applicants and employees in the same way irrespective of race, ethnicity, gender, sexual orientation, marital status, age, disability, chronic illness, religion or beliefs.

Our equal opportunities policy has been developed to ensure that applicants and staff are fully aware of our commitment to provide equality of opportunity in the recruitment and selection procedure. Furthermore, the BGF will monitor the implementation and application of this policy.

Applicants are requested to complete this questionnaire to enable the BGF to monitor its equal opportunity policy.

Post applied for (job title)

Trustee

Where did you see the post advertised?

Date form completed

### Personal Details:

Surname

Forenames

**Gender - please tick the appropriate box to indicate whether you are:**

Male	Female
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**Age – please tick the appropriate age group to indicate whether you are:**

18-25  26-35  36-45  46-55  56-65  66+

**What is your ethnic group? (Choose ONE section from A to E, then tick your cultural background)**

A. White	B. Mixed	C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh	D. Black, Black British, Black English, Black Scottish or Black Welsh	E. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh
<input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Other <i>(please write below)</i>  <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background <i>(please write below)</i>  .....	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background <i>(please write below)</i>  .....	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background <i>(please write below)</i>  .....	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background <i>(please write below)</i>  .....	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background <i>(please write below)</i>  .....

**Disability – please tick the appropriate box to indicate whether you would describe yourself as having a disability:**

Yes	No
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If the answer to this question is “Yes”, please describe disabilities and

- a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.
- b) any reasonable adjustments which you feel should be made to the job or the premises which would enable you to carry out the job.
