



**Museums  
Galleries  
Scotland**

Supporting Scotland's Museums

# Board Chair

candidate information pack





**Museums Galleries Scotland (MGS)** is looking for a Chair to lead the Board in its responsibilities for setting the strategic direction of the organisation, and our work to foster and support a thriving, connected, and resilient sector.

Closing date: 23 May 2024

Unremunerated

Reasonable expenses are reimbursed

Initial three year term with option to extend for a further three years.



# About Museums Galleries Scotland

MGS is the National Development Body for Scotland's rich and diverse museums and galleries sector. We currently support 449 museums and galleries of all sizes and types through strategic investment, advice, workforce development and advocacy.

We are an independent charity and receive core funding from Scottish Government, which also provides funding to be distributed via grants directly to the museums and galleries sector. Our activity is augmented by project funding, including from the National Lottery Heritage Fund, Peoples' Postcode Lottery and Art Fund.

Our vision is that Scotland's museums and galleries are thriving, connected, and resilient organisations which are agile in embracing change. Trusted and valued by the widest diversity of Scotland's people, our collections, and the shared stories we tell, are accessible and inclusive to all.

In collaboration with the museums and galleries sector, and a wide range of partners, we lead the delivery of the [Strategy for Scotland's Museums and Galleries 2023 – 2030](#).

In 2023-24 we distributed £2.1million in grant funding. We strive to be an inclusive, agile and forward-looking organisation that seeks to lead and support positive change in the sector, while helping museums to navigate a challenging operating environment. We have a vital advocacy role as our sector face serious budget challenges, with rising operational costs and workforce pressures, while making positive strides in adapting to meet the needs of communities.



MGS manages the museum Accreditation scheme in Scotland, involving 254 museums and galleries, and manages Scotland's Recognised Collections programme on behalf of Scottish Government. We are an accredited SQA centre delivering vocational qualifications.

**A look back at 2022-23** is our last published annual review. We have just entered the second year of a **three year business plan** setting out the organisation's role in delivering the strategy.

We are a values-driven organisation and our core values of collaboration, integrity, passion for museums, and courageousness underpin all our work. Our **'working with us'** page gives a flavour of how we work.

MGS currently has 34 staff. We believe that our work will be stronger with greater diversity. We are a Disability Confident Employer and hold Living Wage and Gold Investors in People accreditation. MGS is striving to be an anti-racist organisation and more information on our commitment on this is **here**. Our commitment to climate action can also be found **here**.





# About the role

We are looking for a new Chair with substantial experience of charity governance and experience of working with Scottish Government, to act as a passionate advocate for Scotland's museums and galleries and to lead our **Board** in supporting Museums Galleries Scotland to effectively develop and champion Scotland's museums and galleries sector.

The role involves leading the Board in its responsibilities in setting the strategic direction of the organisation and ensuring it is a financially and operationally robust. The Chair works closely with the CEO and supports her and the staff team in applying its resources responsibly in pursuit of MGS' objectives.

As Chair of the Board of Trustees you will have the enriching opportunity to make a difference to the heritage sector in Scotland.





# Key responsibilities

- Provide leadership to the charity and its Board. Play an active leadership role in developing and ensuring effective implementation of MGS values, strategy, objectives and policies.
- Provide support for and direction to the Chief Executive Officer by acting as a sounding board and guide, through regular communication, supporting the development of a high performing staff leadership team.
- Ensure the Board of MGS complies with the organisation's governing rules and legal obligations.
- Ensure that the Board regularly reviews information concerning the financial health and management of MGS and ensure it complies with its governing rules and legal obligations as a registered charity and company limited by guarantee. Ensure the Board regularly reviews major risks and opportunities.
- Act as an ambassador for MGS and, in partnership with the CEO, engage with key external stakeholders and organisations to maximise the impact of the work of MGS.
- Chair board meetings, facilitating the effective contribution of the Board in its role of ensuring the highest standards of probity, integrity and governance of the organisation.
- Arrange the regular evaluation of the effectiveness of the Board, its sub-committees and the Chief Executive Officer.





# Person specification

We would like to hear from candidates who have:

- A track record of leadership, operating at board level in the public, or voluntary sectors with strong corporate governance experience, including charity governance.
- An understanding of the Scottish political environment and experience of engaging with government.
- A commitment to and appreciation of the importance of museums' and galleries' role as integral to Scotland's cultural sector and in connecting the people of Scotland to their communities, environment and place in the world.
- An appreciation of the cultural and heritage sectors and an understanding of the issues facing the sector in Scotland.
- Commitment to equalities and diversity, and to climate action.
- Experience of building effective working relationships with a diverse range of stakeholders in both the public and private sectors.
- Strong organisational development experience including strategic planning, financial management, risk management, change management and performance management.
- Strategic thinking: able to analyse complex information, demonstrate clear analytical intellect and guide effective decision making in a changing environment.
- An ability to foster a learning culture throughout the organisation.
- The time and commitment to effectively discharge core responsibilities of the role.





# Time commitment

- 4 Board meetings a year including the AGM and an annual Board reflection session
- Approval of Board agendas and pre-Board meeting with CEO following circulation of papers
- Monthly meetings with CEO including CEO's annual review
- Annual meeting with Chair of the Audit and Risk Committee re CEO performance and salary
- Meeting with individual Trustees renewing for a second term or leaving the Board.
- Representing MGS at external events (occasional)
- Meeting with MSPs, Ministers and other stakeholders with the CEO on an adhoc basis

The time commitment is flexible but is estimated as approximately 2-3 days a month.



## A note from our outgoing Chair

*For the last six years I have been the Chair of Museums Galleries Scotland (MGS). It has been an eventful and highly productive period during which we have appointed a new Chief Executive, supported the sector through the pandemic and transitioned from an office to a hybrid home-working base.*



*Scotland's rich heritage is reflected in the fact that it has around 450 museums and galleries spread across the country and MGS works to develop and support them all. It is an exceptionally interesting and worthwhile role which I have thoroughly enjoyed.*

*I have been extremely fortunate to have worked with a dedicated and experienced executive team, whose commitment to the organisation is evident to everyone who engages with us. I have also been impressed by the Board of Directors who have given their time and expertise to ensure that MGS continues to respond to the needs of the sector.*

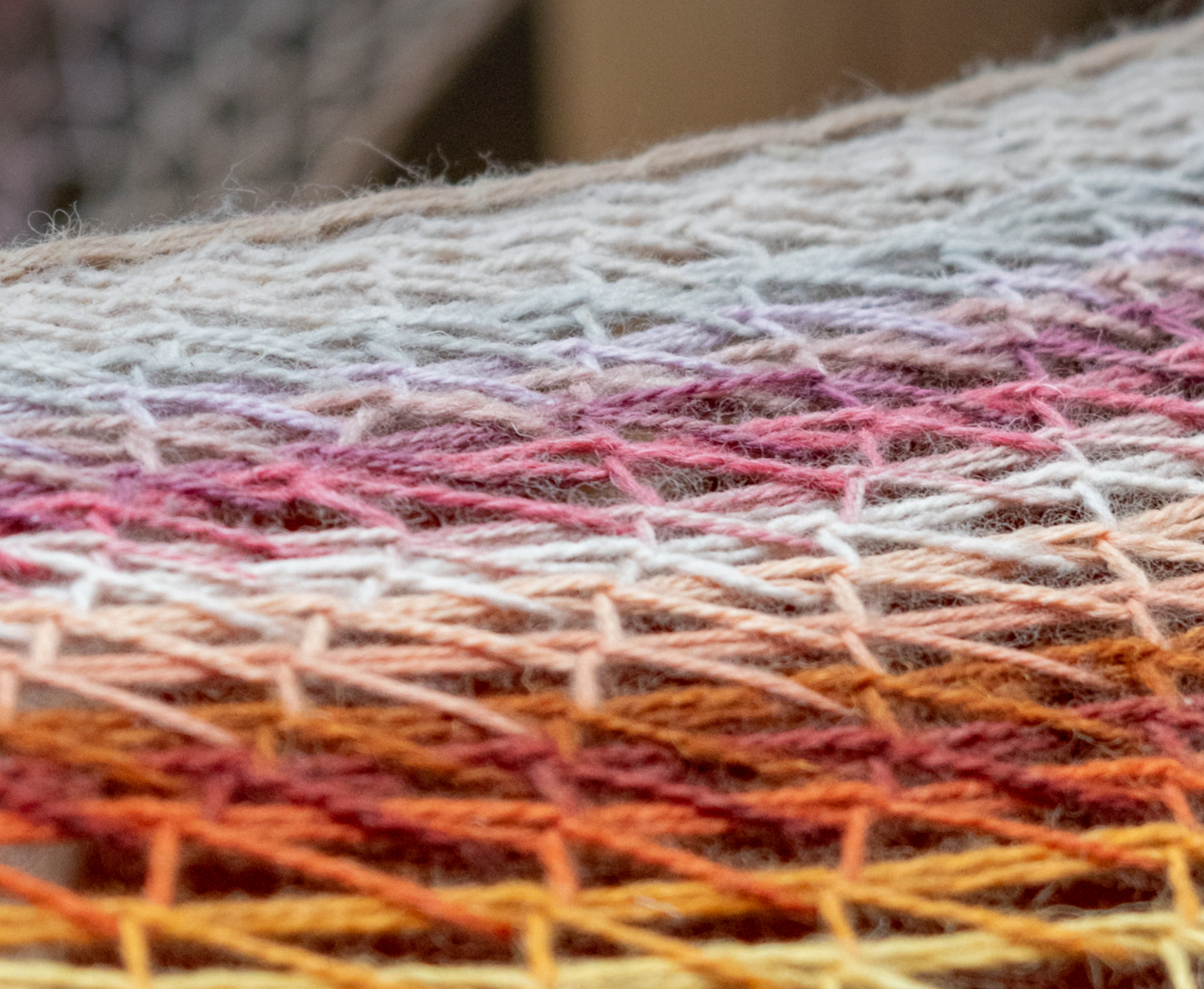
*Following extensive consultation, MGS led the launch of Scotland's Museums and Galleries Strategy 2023-2030 last year. MGS' Business Plan for 2023-26 sets out how we will work alongside museums and galleries to ensure that they to continue to play their vital role at the heart of Scotland's communities. For the new chair it provides an opportunity to make an important contribution to that work.*

**Ray Macfarlane**



The Chair appointment is for a fixed term of three years and is eligible for re-election for one subsequent fixed term of three years. The role is a voluntary unpaid position. Reasonable expenses are paid and a full induction is provided.

We believe that our work will be stronger with greater diversity. We encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, pregnancy or maternity. In particular we encourage applications from anyone with a disability or long term health condition.





# How to apply

Please apply by sending your CV and covering letter, outlining your interest in joining the Board, your experience to date, and what you would bring to the role to: [gilliansh@museumgalleriesscotland.org.uk](mailto:gilliansh@museumgalleriesscotland.org.uk). If you have any access requirements that mean you would prefer to submit a video, audio or alternative application format in response, please contact us.

Applications close 23 May 2024 at 9.00am.

If you would like to find out more about the role before applying and would like an informal conversation with our CEO, Lucy Casot and/or one of our Trustees please contact Gillian at [gilliansh@museumgalleriesscotland.org.uk](mailto:gilliansh@museumgalleriesscotland.org.uk).

MGS wants to ensure that our recruitment is fair and does not discriminate against any group. We would be grateful therefore if you would also complete and submit **this Equal Opportunities Monitoring Form**. The information provided in the monitoring form is not used in the selection process and the selection and interview panels do not see the information contained in these monitoring forms.

Candidates who are shortlisted will be invited to meet with the interview panel of the Board of MGS on 19 June 2024. Meetings will take place online.

MGS staff work either from home or in our offices in Castle Street, Edinburgh. Most meetings, including Board and Committee meetings are usually held online, with one Board Meeting held in person each year. We are happy to discuss access needs to ensure that all Board members are able to contribute to their full potential.





Please note that details supplied may be held in electronic and paper files for administration purposes only during the recruitment process. We retain recruitment files for six months following the date of interview, after which they are shredded and disposed of.

[You can view the MGS privacy policy on our website.](#)

MGS is committed to progressive changes across our ways of working and to continuous improvement. We are proud to have achieved or signed up to the following organisational accreditations and commitments.



Proud partner in reducing the Disability Employment Gap

**INVESTORS IN PEOPLE™**  
We invest in people Gold

