



The Joiners Shop  
The Historic Dockyard  
Chatham, Kent  
ME7 4TZ

Tel/Fax: +44 (0) 1634 816 280  
[office@gem.org.uk](mailto:office@gem.org.uk)

30 July 2020

## Nominations for the GEM Board

**Join GEM as a Trustee and help us to support the sector.**

GEM is a thriving and vibrant membership network of over 1,500 museum and heritage professionals. Our vision is of a connected and equipped community of people enabling learning across museum, heritage and cultural settings, creating inspiring experiences, relevant for everyone; that promote equality - transform and enrich lives. We need three committed new trustees with the skills and time to help GEM move forward.

### What is the GEM Board?

GEM is a company limited by guarantee and a registered charity. GEM is currently run by a Board of seven Trustees. The Chair, Deputy Chair, Treasurer and three other Trustees are elected by members (see below) and the Board can co-opt up to three further Trustees. A Trustee may serve for two three-year terms, after which one year must elapse before re-election. This year, Sue Pope is retiring as elected Trustee. **The Board is looking to co-opt three new Trustees with experience and expertise in either fundraising, commercial, membership and digital.**

### What do the Trustees do?

The Trustees have control of the company and the charity and must sign a declaration of willingness to act once elected. Trustees must comply with the requirements of the Companies Act 1985 and of the Charities Act 1993. They are expected to:

- take policy and strategic decisions;
- devise and implement the forward plan;
- co-ordinate and contribute to the work of committees;
- exercise diligence and control over GEM's finances and assets.

Trustees are expected to be involved GEM business on a regular basis, which includes attending board meetings (currently undertaken online) and the AGM (also online) and being actively involved in at least one Task and Finish Group to support the strategic development of GEM. Trustees also represent GEM at its own and other events. Trustees may claim reasonable out-of-pocket expenses.

### Who are the current Trustees?

Trustees currently on the Board are:

- Caroline Marcus (Chair)
- Kathy Moore (Deputy Chair)
- Richard Bruce (Treasurer)
- Sue Pope
- Essex Havard
- Sarah Cowie
- Ben Pearce

**How do I nominate?**

Please use the form overleaf and return it to the GEM Office **by Friday, 4 September 2020**, with a 200/300-word statement from each nominee on what they will bring to the GEM Board and a CV. For more information about GEM, please [visit our website](#).

**Who can become a Trustee?**

According to GEM's constitution, Board members must all be fully paid-up members Personal or named representatives of fully paid-up Institutional members. It is no problem to join GEM as part of this nomination process, we welcome new members please join online [via the website](#).

**We particularly welcome applications from black and minority ethnic candidates as they are currently under-represented on the GEM Board.**

# TRUSTEE NOMINATIONS FOR GEM BOARD 2020

(This form may be photocopied.)

**PLEASE USE CAPITAL LETTERS**

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Membership number if known: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT** (200 words max – 300 words max)

## How to make a nomination

Please complete the nomination form above and send it to [office@gem.org.uk](mailto:office@gem.org.uk) outlining in no more than 200 words what you would bring to the GEM Board and your key strengths and experience.

Key areas of expertise for new Trustees

- Fundraising
- Commercial
- Membership
- Digital

We particularly welcome applications from black and minority ethnic candidates as they are currently under-represented on the GEM Board.

**Deadline for nominations is Friday, 4 September 2020.**

## Election process

Applications for new Trustees roles will be reviewed by the GEM Board and it is envisioned that they will take up their new role in October/November. New Trustees will be announced at or before the Virtual AGM on Monday 2 November.