



Chair, The Hockey Museum

Background

Although earlier work had gone on, The Hockey Museum <https://www.hockeymuseum.net> was set up as a Charitable Trust in July 2012, with Katie Dodd as its first Chair. Certain archives of England Hockey (EH) had been in store and they accepted the offer of the founding trustees to establish a permanent museum in Woking and all their artefacts were entrusted to THM. Certain others are held by the University of Bath.

In its early days the museum operated on a 'shoestring' budget and Mike Smith took on the role of Curator alongside responsibility for museum operations. Together with Katie Dodd, over the next few years relationships were forged with key stakeholders, EH, Woking Borough Council (WBC) and the International Hockey Federation (FIH) as well as undertaking considerable research with established museum organisations. WBC provided significant support in relation to premises.

In January 2017, THM converted to a Charitable Incorporated Organisation (CIO) (a recently introduced legal structure available to charities). The benefits of becoming a CIO are that the trustees are protected from personal liability and THM can enter into contracts such as leases and employing staff.

Various locations were used in Woking, with the rent for the premises covered by EH. Furniture, racking and I.T. equipment was acquired second-hand and the minimal expenditure was supported by donations. It was only in 2018 that more suitable premises at 13 High Street enabled a more professional set up. It is planned that THM will relocate to larger permanent premises in Woking in 2020.

THM invested in the MODES museum back office software for cataloguing artefacts and commenced the task of publicising the museum, acquiring new collections, arranging for the storage and cataloguing of the artefacts and seeking volunteers to enable the museum to tackle various study topics and specific projects. At present there are about 1,000 collections comprising about 60,000 items which include an extensive hockey library of books/magazines, kit, medals, programmes, rule and minute books, stamps, sticks, balls, clothing, artwork, pins/badges and other items.

MOU's with each of EH and the FIH (with financial support) and the introduction of a Friends Scheme and Donations programme in 2018 have resulted in increased regular income streams to support core running and staffing costs. THM currently employs 1 and ½ staff and has a strong volunteer base numbering about 50.

In 2018 full ACE Accreditation status was achieved and THM was awarded a substantial HLF Resilience Project grant, work on which is well underway. Of particular emphasis is the work on building audiences and generating a wider income base.

In addition to the museum in Woking, THM exhibits at various national and international hockey events. Most notably THM put on an exhibition at the 2018 Women's World Cup in London that was visited by over 10,000 people. As the leading hockey museum in the world, and one that is endorsed by the FIH, THM has already received invitations abroad to exhibit at international tournaments and events.

Chair's Role

After 7 years in the role, Katie Dodd has decided to stand down, and an interim chair in Philip Kimberley (ex-Chair England Hockey and Trustee) will ensure a smooth transition to the appointment of a new chair.

Key responsibilities of the Chair are:

- Work with trustee board to ensure 5-year plan is clearly defined and updated as necessary
- Work with Treasurer and Curator to ensure annual plan/budget is in line with the strategy and robust
- Agree agenda with Curator and Secretary and chair the trustee board meetings (normally 4 plus an 'away' day)
- Coach and mentor the Curator and agree annual objectives and review performance against such objectives
- Develop relationships with key financial partners, including WBC
- Network with relevant museum and sport bodies
- Ensure that relevant statutory and accounting principles are adhered to

The trustee board currently comprises 8 trustees with a range of skills. Gaps (marketing and fund raising in particular) have been identified in the Resilience Project work.

Skills and experience required

The following skills and experience are required

Essential

- Prior experience in chairing a board of a small/medium sized entity
- Knowledge of the charity sector
- Knowledge of the museums sector
- The ability to relate to and motivate a diverse group of trustees, staff and volunteers
- A passion for preserving heritage

Desirable

- Sports and in particular hockey
- A marketing background would be beneficial
- Fund raising experience would be helpful

Terms

This is a purely voluntary role and will take as much time as an individual is prepared to commit. The minimum commitment would be a day a month with regular visits to Woking to the museum itself.

Enquires about the role can be made to philip.kimberley@btinternet.com

Applications should be submitted by **September 30th** and should include

- a **1 page** letter summarising why you are a strong candidate,
- a CV of no more than **2 pages**

These should be sent to: evelyncsom13@gmail.com

Shortlisted candidates can expect to be interviewed in Woking about mid October

August 2019