



## **Application Pack for ICOM UK Committee 2020**

### **Summary**

We are looking for up to three new ICOM UK Committee Members. The Committee Members are Trustees and Directors of ICOM UK as a registered charitable company in the UK. They oversee the development and delivery of the strategy to support UK museums working internationally, connecting members to the global museum community.

If you are interested in joining the ICOM UK Committee, please read the following information on how to apply.

Application deadline: Monday 24 February 2020

The document includes:

1. Information for prospective Committee Members
2. Background to ICOM UK and ICOM
3. Role descriptions for ICOM UK Committee Members

# 1. Information for prospective Committee Members

## Requirements

Prospective Committee Members need to have a demonstrable passion for international collaboration in the museum, gallery or heritage sector and an up to date Individual or Institutional ICOM UK membership.

The ICOM UK Committee is looking for skills, knowledge and experience in the following areas:

- Decolonisation and repatriation
- Marketing and communications, including digital communication (including websites and social media)
- Charity governance, administration and law
- Financial accounting, auditing, risk management
- Fundraising

We are specifically looking to fill up to four positions that would represent or have responsibility for the following areas of work:

- National museums in England
- Museums in Northern Ireland
- Decolonisation and repatriation
- Strategy and delivery of communications, including social media

ICOM UK wants to ensure the Committee reflects a diverse and inclusive sector, as such we welcome applications from people who identify as BAME and/or LGBTQ, people with a disability and those from varied socioeconomic backgrounds.

## What is involved?

ICOM UK Committee Members serve as Ordinary Members for a term of three years, which can be renewed once. Committee Members can serve up to two terms in formal roles, such as Chair, Secretary, Treasurer etc., up to a maximum of 12 years in total if they serve as an Ordinary Member and also in a formal role.

Committee Members are required to attend up to four meetings a year, including the Annual General Meeting, and actively contribute to ICOM UK's work between meetings. Committee Members use their expertise to support ICOM UK's part-time Executive Director, advocate for working internationally in the museums and heritage sector and develop ICOM UK's influence through partnerships and fundraising. There are additional opportunities to join working groups focussed on discreet areas of work for ICOM UK.

Total annual commitment is approximately 10 days. Meetings are usually held in London but can be held anywhere in the UK. One meeting each year is held by teleconference. Committee Members are expected to attend at least 2 meetings each year plus the teleconference. The current expenses policy allows Committee Members to claim for travel expenses for one meeting per year (though exceptions can be agreed with the Chair, where necessary, to enable the Committee Member to fully participate). For more information please read the Committee Member role description in section 3.

## How to apply

Please send a brief biography and a 250-word expression of interest setting out what contribution you would offer the ICOM UK Committee, describing your skills, knowledge and experience, and the specific position you are interested in. Please email your application to [uk.icom.museum@gmail.com](mailto:uk.icom.museum@gmail.com) with 'ICOM UK Committee Application' in the subject line.

If you would like an informal telephone conversation with Tonya Nelson, Chair of ICOM UK, prior to submitting an application, contact Dana Andrew ([dana@cuello-andrew.co.uk](mailto:dana@cuello-andrew.co.uk)) to arrange this.

## 2. Role Descriptions for ICOM UK Committee Members

At the 2020 AGM, ICOM UK is seeking to appoint Committee Members to the following roles:

1. Representative from a national museum in England  
The current committee includes representatives from national museums in Scotland and Wales and we are now seeking a new committee member working in a national museum in England who has a good overview of the current issues affecting national museums in England.
2. Representative from a museum in Northern Ireland  
The current committee includes representatives from museums in England, Scotland and Wales and we are now seeking a new committee member working in a national or regional museum in Northern Ireland who has a good overview of the sector and current issues affecting museums in Northern Ireland.
3. Working Group Lead on Decolonisation and Restitution  
ICOM UK seeks to support international collaborations and partnerships in restitution and decolonisation that are developing good practice. Restitution and decolonisation are strategic priorities for ICOM.

We are seeking a new committee member with experience in these areas to lead on shaping new programmes to support restitution and decolonisation work and identify partnership and funding opportunities to increase ICOM UK's capacity to deliver work in these areas.

4. Representative for strategy and delivery of communications, including social media  
We are seeking a new committee member with experience of developing and delivering communication strategies to take the lead on developing ICOM UK's communication strategy and delivery plan, including managing social media platforms and upcoming website redevelopment. A key component is to increase and build effective communication about the value opportunities offered to ICOM UK members and raise ICOM UK's profile across the UK.

All roles: what we expect you to do	Powers: what you are responsible for
Be a current and paid-up member of ICOM	Set direction and strategy for ICOM UK.
Regularly attend ICOM UK Committee meetings (at least 2 per year, including the AGM) and provide an	Agree and monitor annual business plans, budgets, reserves and membership targets.

<p>informed professional input having read the papers in advance.</p> <p>Actively contribute to the strategic planning and management of ICOM UK, including working groups.</p> <p>Provide timely and considered responses to questions, documents, reports (internal and external) when requested to do so by the Executive Director.</p> <p>When asked, contribute content for social media and the ICOM UK news.</p> <p>Support the work of the Executive Director, Membership Manager and Membership Administrator to ensure ICOM UK strategic goals and membership targets are met.</p> <p>Actively contribute to and abide by collective decision making.</p> <p>Submit travel expenses for meetings in a timely manner.</p> <p>Comply with the ICOM Code of Ethics  <a href="http://icom.museum/professional-standards/code-of-ethics/">http://icom.museum/professional-standards/code-of-ethics/</a></p> <p>Be aware of the responsibilities of a Trustee as described by the Charity Commission guidance  <a href="https://www.gov.uk/government/publications/charity-trustee-welcome-pack">https://www.gov.uk/government/publications/charity-trustee-welcome-pack</a></p>	<p>Appoint the Chair.</p> <p>Monitor the work of working groups.</p> <p>Appoint contractors and have oversight of contractual obligations.</p> <p>Agree annual report and statement of account for audit.</p> <p>Agree annual report for ICOM.</p> <p>Monitoring and update the risk register.</p> <p>Ensure due diligence in all matters affecting ICOM UK and compliance with Company and Charity law.</p>
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### 3. Background to ICOM UK and ICOM

**ICOM UK** <http://uk.icom.museum/>

ICOM UK is the only UK museum association dedicated to international work. It connects over 2,000 UK members to the global museum community, the issues that effect it and professional colleagues worldwide.

ICOM UK is a volunteer run organisation and one of ICOM’s 119 National Committees. Membership of ICOM UK offers a number of benefits, including free entry to museums worldwide, access to international travel bursaries and grants, access to resources on working internationally, priority booking for the annual Working Internationally Conference, and access to an international network of museum professionals.

## Programmes and Activities

### Governance Review

ICOM UK is currently concluding a Governance Review. One of the agreed outcomes of the review is to move to change ICOM UK's legal status to an Association Model Charitable Incorporated Organisation (CIO) in 2020, subject to membership approval. Following the conclusion of the governance review, ICOM UK will enter a period of strategic planning and actioning the key recommendations from the review.

### Working Internationally Conference <http://uk.icom.museum/events/annual-conferences/>

ICOM UK, in partnership with the National Museum Directors' Council (NMDC) and a host museum, organises the annual Working Internationally Conference. The next conference will take place at Leeds Art Gallery on 12 March 2020.

### UK Blue Shield <http://ukblueshield.org.uk/>

ICOM UK is one of the founding partners of UK Blue Shield. Now that the UK has formally ratified the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict, and both its Protocols, a key mission of the UK National Committee of the Blue Shield is to work with the Armed Forces and Government to best implement national legislation like the Cultural Property (Armed Forces) Bill to best protect cultural property in armed conflict.

UKBS forms a network with other national committees of Blue Shield and contributes to the objectives of the international Blue Shield <http://www.ancbs.org/cms/en/about-us> The International Committee of Blue Shield (ICBS) was established in 1996 by four organisations: ICOMOS (International Council on Monuments and Sites), ICOM (International Council of Museum), IFLA (International Federation of Library Associations and Institutions) and ICA (International Council on Archives). CCAA (Coordinating Council of Audiovisual Archives Associations) joined in 2005. Under the 2nd Protocol of The Hague Convention ICBS advises the inter-governmental Committee for Protection of Cultural Property in the Event of Armed Conflict.

The international Blue Shield works in partnership with other international bodies to

- protect the world's cultural heritage through preventive measures
- respond to emergency situations that may threaten cultural heritage
- facilitate international responses to threats or emergencies
- provide training of experts at national and regional levels
- work toward protection and safeguarding of cultural heritage against flood, fire and natural hazards

### SARAT (Safeguarding Archaeological Assets of Turkey) <https://biaa.ac.uk/research/item/name/sarat>

ICOM UK is the UK partner in SARAT, a project in Turkey funded by the British Council's Cultural Protection Fund. The project aims to build capacity and raise awareness for safeguarding archaeological assets in Turkey, with a focus on those in south-eastern provinces. The project concludes in 2020.

### Travel Bursaries and Travel Grants <http://uk.icom.museum/about-us/bursaries/>

ICOM UK operates three grant schemes – Travel Bursary Fund, Camilla Boodle Fund, ICOM UK – British Council Travel Grant Scheme. These funds enable members and non-members to undertake relevant international visits.

The grant schemes are managed by the ICOM UK Bursary Committee and administered by the Executive Director.

### ICOM UK communications and social media

ICOM UK publishes a weekly newsletter that is emailed directly to members every Tuesday. The newsletter focusses on international museum and heritage news and opportunities for working internationally. The news articles are publicly available on the ICOM UK website <http://uk.icom.museum/news/>

ICOM UK runs an active social media account with over 7,000 followers and a high rate of engagement @UK\_ICOM

### **ICOM UK Membership**

ICOM UK has over 2,000 members and has seen an overall average year-on-year increase over the past three years. In 2018, ICOM UK membership increased by 14%.

ICOM UK contracts a part-time Membership Administrator (90 days per year) and a part-time Membership Manager (7 days per year) to manage the membership process and quarterly reporting.

All ICOM UK volunteers and contractors work from home as ICOM UK does not have an office.

### **Business Model and Funding**

ICOM UK operates as a paid membership organisation, with membership dues for each member paid to the ICOM Secretariat. The income that ICOM UK receives after the membership dues are paid to ICOM are used to cover the administrative and operating costs of the organisation plus the Travel Bursaries.

Any activities in addition to core membership business have to be fundraised for. This has typically been in the form of partnerships, grants. The Working Internationally Conference is primarily funded from ticket sales, supplemented by a small amount of sponsorship.

### **Committee Members and Staffing**

ICOM UK does not have any staff. The part-time Executive Director (approx. 12 days per month), Membership Manager and Membership Administrator are all freelance contractors. ICOM UK also contracts a technical manager for the website (12 days per year).

The current ICOM UK Committee is:

#### Formal Positions

**Chair** - Tonya Nelson, Director of Arts Technology and Innovation, Arts Council England / ICOM UK Governance Review Working Group

**Vice-Chair** – *position vacant*

**Secretary** - Catherine McDermott, Retired

**Treasurer** - Duncan Dornan, Head of Museums and Collections, Glasgow Life

**Head of the Bursary Committee** - Nigel Sadler, Independent Consultant

#### Ordinary Committee Members

Edmund Connolly, Programme Manager (UK), Google Arts & Culture / UK Blue Shield representative  
Jilly Burns, Head of National and International Partnerships, National Museums of Scotland / leading ICOM UK Museum Definition Working Group

Dr Christian Baars, Senior Preventative Conservator, Amgueddfa Cymru – National Museum Wales / ICOM UK Governance Review Working Group  
Arran Rees, PhD student, University of Leeds / ICOM UK Student and Emerging Professionals representative  
Maria Ragan, Director, St Barbe Museum and Art Gallery

**ICOM** <http://icom.museum/>

The International Council of Museums (ICOM) is the only international organisation representing museums and museum professionals.

Since 1946, ICOM has assisted members of the museum community in their mission to preserve, conserve and share cultural heritage. ICOM takes advice from institutional partners to achieve its objectives and is a leading force in ethical matters.

ICOM is governed in an inclusive and hierarchical manner, on an international level. The organisation gathers more than 40,000 members and is made up of 118 National Committees, which represent over 138 countries and territories, and 32 International Committees, which gather experts in museum specialties worldwide.

ICOM holds its Annual General Meeting in Paris each year, with the ICOM Triennial Meeting taking place internationally every three years. The next Triennial Meeting takes place in Prague, Czech Republic in 2022.

ICOM Secretariat is situated at UNESCO House, Paris, France and has consultative status with the United National Economic and Social Council (UNESCO). ICOM is a registered Public Interest Organisation in France. The three official languages of ICOM are English, French and Spanish.

**Professional Standards** <http://icom.museum/professional-standards/>

As an international organisation that represents museums and museum professionals, ICOM defines professional standards of excellence for the global museum community.

The ICOM standards include the management of a museum, the organisation of its collections, documentation standards and a professional frame of reference. These themes contribute to the international quality of museums. These documents are available in several languages and they play a key role within the international museum community.

**Programmes** <http://icom.museum/programmes/>

ICOM serves society and its development and is committed to guaranteeing the protection, the conservation and the transfer of cultural goods.

Thanks to international projects with partners like UNESCO, INTERPOL or the World Customs Organisation (WCO), ICOM carries out several missions such as fighting against illicit traffic in cultural goods, risk management, promotion of culture and knowledge and protection of tangible and intangible heritage.

ICOM relies on the network of experts and professionals that form the National and International

Committees for these wide-ranging programmes. ICOM is the only international organisation that can quickly mobilise the most renowned museum specialists worldwide.

**Activities** <http://icom.museum/activities/>

Thanks to its large network, ICOM organises hundreds of events every year and takes part in many activities. International conferences, scientific and technical meetings, practical workshops and training activities are some examples of events where ICOM communicates its international vision of the museum community.

Regular ICOM activities include:

- Annual General Conference
- International Museum Day
- Training