



TREASURER TRUSTEE RECRUITMENT PACK

FRIENDS OF THE HARRIS
REGISTERED CHARITY NUMBER: 503726



Friends of the Harris Overview

Friends of the Harris is a registered charity (503726) that supports the work of The Harris Museum, Art Gallery & Library.

Based in Preston, Lancashire, The Harris is a magnificent Grade I Listed Museum, Art Gallery & Library which first opened to the public in 1893 and celebrated its 130th birthday this year.

The Friends of the Harris have been supporting the work of the Harris since 1974 through fundraising activities and advocacy.

In recent years, the Friends have funded a range of exhibitions, conservation and community-focussed work, and have generously contributed over £800,000 towards Harris Your Place, a major capital project taking place now to re-invigorate the Harris for future generations.

There are currently over 300 members of the Friends, with plans to increase the number of members once the Harris reopens in 2025 with an attractive membership scheme that provides a range of benefits for members. The Friends' income is made up from membership subscriptions, online and visitor donations, ticketed events and activities, and income generated from investing reserves.

Trustees manage the Friends' organisation strategically and work closely with staff at The Harris to develop a Friends fundraising strategy that can support the Harris' exhibitions, projects and acquisitions.

With the reopening of the new Harris in 2025 and an aspiration to increase fundraising, it is an exciting time to join Friends of the Harris as the Chair of Trustees.

You can find the Friends' Charity Commission entry and annual returns on the [Charity Commission website](#).



The Harris Overview

The Harris is a leading museum, library, and contemporary art venue in the North West. Located in the city-centre, the Harris is more than a monumental building: it is a centre for Preston's cultural and civic life, a source of inspiration, pride, creativity, and enjoyment for our communities. For 130 years, the Harris has been a landmark, welcoming both local people and visitors.

The Harris is owned and managed by Preston City Council, in partnership with Lancashire County council and with support from a wide range of partners including Friends of The Harris.

Our collections consist of paintings, drawings, prints, sculpture, glass, ceramics, costume and textiles, history, photography and digital art.

Many of the works of art and historical objects are of regional, national and international significance.

The annual visitor figures prior to March 2020 reached 360,000 per year on average.

Harris Your Place Overview

The Harris is currently closed for major refurbishment and the Harris team are temporarily working from offices in The Guild Hall, Preston until 2025.

The Harris is Preston's cultural hub. For over a century, The Harris has served as a cherished space where communities unite and where world-class culture thrives.

Recently, the Harris embarked on an ambitious reimagining journey for The Harris Your Place project. Thanks to generous donations from funders and supporters including Friends of the Harris, this £16 million project has enabled the Harris to be restored and reimagined for the 21st-century audience, transforming into a dynamic community, cultural, and learning space. When the Harris reopens our visitor numbers will increase and we will welcome 450,000 visitors per year.

The Harris transformation has been guided by the ideas and feedback of local communities. We strive to make the Harris more inclusive, carving out new spaces for creativity, play, learning, socialising, and volunteering, including dedicated areas tailored for young people.

Through collaborative efforts with local communities, we aim to ensure that The Harris tells the story of Preston's diverse history and culture — a place where local people can truly see themselves and have their voices heard.





Treasurer Role Role Summary

As well as fulfilling the duties of a Trustee, the Treasurer looks after the finances of the Friends of the Harris charity, investing them to get the best return and making sure payments are made and invoices produced promptly. The Treasurer also works with the Friends' accountants to ensure that the annual accounts are produced in time for the Annual General Meeting and makes the regular Gift Aid claim.

The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Friends' Board of Trustees at regular intervals about the financial health of the charity.



Core Responsibilities

- Assist and advise on the Friends of the Harris fundraising strategy, ensuring that the charity has the resources to deliver the strategy.
- Ensure that the Friends' Board of Trustees receives appropriate budgetary and financial information on the activities of the Friends of the Harris including Annual Accounts.
- To ensure that the Friends of the Harris has an appropriate investment policy.
- To recommend to the Board appropriate accounting procedures, controls and policies.
- Ensure that proper accounting records are kept and that appropriate accounting procedures and controls are in place.
- Ensure investments and assets are maximized.
- Monitor and advise on the financial viability of the Friends of the Harris.
- Lead on the appointment of and liaison with external auditors.
- Ensure that the accounts are prepared and disclosed in the form required by the Charity Commission.
- Keep the Board informed about its financial duties and responsibilities.



Core Responsibilities

The Treasurer will also have the responsibilities of all Trustees:

- Contribute actively to the Friends' Board meetings, giving strategic direction, setting fundraising targets and evaluating and performing against agreed targets.
- Ensure the financial stability of the Friends of the Harris and the proper investment of funds.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Friends of the Harris financial statements.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Participate in other tasks from time to time such as interviewing new Trustees, and inducting new Trustees.
- Attend Board meetings adequately prepared to contribute to discussions.
- Keep up to date with activities of the Friends of the Harris and the Harris.



Person Specification

Essential

- A finance professional/ finance background
- Strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.
- Commitment to the Friends of the Harris charity objects and willingness to devote time to carry out responsibilities.
- An enthusiasm for the work of the Harris, its programmes and collections.
- Good communication and interpersonal skills
- Ability to build on existing networks and act as an ambassador for the work of the Harris.

Desirable

- Prior experience of Trustee/committee role
- Experience of charity finance
- Experience of charity fundraising
- Leadership experience through a period of change
- An understanding of the challenges facing the culture sector and charities.
- Confident in general use of IT and digital processes.

Time commitment

- The Board of Trustees meet 4 times per year with meetings taking place during early evenings to help make sure all Trustees can attend as many meetings as possible.
- The Annual General Meeting usually takes place in April.
- In addition to Committee meetings, other contact – usually by email or telephone – will be necessary.



Terms of Office

- Trustees are appointed for a 3-year term of office, with renewals for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses can be reimbursed by the charity.
- Trustees are required to be members of the Friends of the Harris throughout their term of office.

Application Process

Applications will be reviewed by a panel comprising Friends of the Harris trustees and staff at the Harris.

If you are interested in applying for the Chair of Trustees position, please contact Timothy Joel, Head of Culture for Preston City Council for an informal discussion: t.joel@preston.gov.uk

Applicants should submit an up-to-date CV along with a supporting letter outlining their skills and experience in relation to the role description and their reasons for being interested in the post to harrisadmin@preston.gov.uk no later than 5pm on Friday 1st December 2023.

Successful appointments are made following an interview and standard DBS check.



Social Media

#HARRISYOURPLACE



@Harris Museum, Art Gallery & Library



@harris_museum



@HarrisPreston



@HarrisMuseumandArtGallery

THEHARRIS@PRESTON.GOV.UK
WWW.THEHARRIS.ORG.UK