



THE BIRMINGHAM & MIDLAND INSTITUTE

9 Margaret Street
Birmingham
B3 3BS

0121 236 3591
www.bmi.org.uk

GOVERNOR APPLICATION

Thank you for your interest in becoming a Governor of The Birmingham & Midland Institute. The following notes provide:

- A background to The Birmingham & Midland Institute
- Information on the role and responsibilities of Trustees as laid down by the Charity Commission.
- An application form for you to complete and return by e-mail or post: pages 3-6.

THE INSTITUTE

The Birmingham & Midland Institute has been at the heart of Birmingham's cultural life for almost 170 years. It was founded by Act of Parliament in 1854 for the '*Diffusion and Advancement of Science, Literature and Art amongst all Classes of Persons resident in Birmingham and Midland Counties*'. Its Presidents during those 170 years have been high-profile champions of the Institute.

During the late nineteenth century, the BMI played a leading role in the introduction of scientific and technical education in Birmingham until the state gradually took over its functions. It was thus the forerunner of many educational bodies such as the Birmingham Conservatoire.

The BMI was registered as a charity, number 522852, in October 1966 and has been managed by the Board of Trustees since that date, but with its governing document of the 1854 Act of Parliament. In March 2020, the Board of Trustees voted unanimously to seek to replace the 1854 Act with a new 2020 Articles of Association. It is hoped that 2020 will see the 1854 Act replaced and the new Articles of Association in place by the end of the year.

The Board of Governors is the executive group which manages the affairs of the Institute and is ably assisted by operational staff, both paid employees and volunteers, who undertake the day-to-day running of the institute.

The Institute is located in a Grade II* listed building, part of which was the Birmingham Free Library, built in 1899, and two annexed properties of 93 & 95 Cornwall Street, which are early twentieth century. We are currently finalising the sale of 93 & 95 Cornwall Street.

The Institute has a thriving programme of cultural and educational activities, which includes a wide spectrum of arts and science lectures, exhibitions and concerts. The building is also a venue for many externally organised events and is often booked for conferences and meetings. The Institute also owns and runs the BMI Library, which traces its origins back to 1779. The Library collection is gradually

growing by the regular purchase of new books, principally on the field of humanities and modern fiction.

The Institute has longstanding associations with a number of independent societies who use the premises for their activities and meetings. Affiliated societies have kindred interests and include the Victorian Society, Birmingham Savoyards, Birmingham Philatelic Society and Midland Ancestors.

CHARITY TRUSTEES – ROLE AND RESPONSIBILITIES

Governors have overall control of a charity and are responsible for making sure it does what it was set up to do. They may be known by other titles, such as

- Directors
- Board members
- Governors
- Committee members

Whatever they are called, Governors are the people who lead the charity and decide how it is run. The 1854 Act of Parliament refers to Governors, both Corporation, Elected and Official.

Being a Governor means making decisions that will impact on people's lives. As a Governor you will be making a difference to your local community or to society as a whole. Governors use their skills and experience to support their charities, helping them achieve their aims. Governors also often learn new skills during their time on the board.

Most Governors don't get paid for their role but can claim reasonable expenses as a Governor

GOVERNORS' SIX MAIN DUTIES

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

For further and more detailed information please consult:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

It is a requirement that all Governors are Members of the Institute. All applicants are strongly advised to familiarise themselves with the Institute through its website. A full awareness of what we are about is a key characteristic for Institute Governors.

The Honorary Secretary is happy to discuss things with you informally prior to application (contact details on page 6)



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GOVERNOR APPLICATION FORM (CONFIDENTIAL)

SURNAME	FORENAMES
ADDRESS	Landline: Mobile: E-mail:

Do you hold a full current driving licence?

Do you consider yourself to be a disabled person?

REFEREES Please give details of two Members of the Institute to whom you are not related that we may approach for references

Name: Membership No: Address: Telephone: E-mail:	Name: Membership No: Address: Telephone: E-mail:
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DECLARATION

There are legal restrictions on who may be a charity Trustee.

- I am over the age of 18
- I am not a discharged bankrupt
- I do not have an unspent conviction for an offence involving deception or dishonesty
- I have not been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement
- I have not been disqualified under the Company Directors Disqualification Act 1986

Declaration Signed **Dated**

QUALIFICATIONS

Education (*most recent first*)

Place of Education	From	To	Main qualifications

Membership of Professional Organisations/Institutions (*most recent first*)

Organisation/Institution	From	To	Additional information

VOLUNTARY WORK (*most recent first*)

Organisation/Institution	From	To	Additional information

EMPLOYMENT (*most recent first*)

Employer Name and address	From	To	Job Title & Main Responsibilities

PERSONAL STATEMENT

Please describe briefly your reasons for applying to be a Governor of The Birmingham & Midland Institute, and aspects of your qualifications, experience and interests you believe enable you to contribute to the BMI's role and responsibilities:

Application Signed **Dated**

Please return pages 3-6 of this Application, marked CONFIDENTIAL by Email or Post to the Honorary Secretary: Stephen Hartland, The Birmingham & Midland Institute, 9 Margaret Street, Birmingham, B3 3BS E-mail: secretary@bmi.org.uk

Thank you for your Application.

It will be considered carefully by the Board of Governors, who may decide to invite you to interview.