

Master for Artefacts

Preamble

The Incorporation has a collection of artefacts of irreplaceable historic importance and significant financial value. In recent years, the physical custody of these assets has fallen below an acceptable standard, resulting in the unaccountable loss of some items, physical damage to others and omission of routine maintenance. The Incorporation has identified the need to appoint a full, voting member of the Master Court to serve as Master of Artefacts, with the undernoted Terms of Reference.

It is intended that a complementary post will be designated in the future fulfilling a parallel purpose for the Incorporation's heritage assets.

Purpose

Provide the Master Court with Assurance that the Incorporation's valuable and historic collection of artefacts is being husbanded and maintained efficiently and effectively.

Qualification

The Master for Artefacts shall be a current member of the Master Court.

The Master for Artefacts shall be appointed at the Choosing Meeting and hold office for one year. The member appointed as Master for Artefacts may be re-appointed in successive years provided the member remains a Trades Master or Deacon's Trade Master or other full member of the Master Court.

Accountability and Authority

The Master for Artefacts is accountable to the Master Court through the Deacon.

Terms of Reference : Incorporation of Bakers of Glasgow

The Master for Artefacts is authorised to liaise, on behalf of the Incorporation, with the Chief Executive of the Trades House and the office staff nominated to provide clerking services to the Incorporation, with the Curator of the Trades House artefacts and the Chairman and Members of the Hall Committee, in fulfilment of the Purpose.

The Master for Artefacts is authorised to arrange for engraving to be carried out as required to maintain the records on artefacts.

Tasks

The tasks of the Master for Artefacts include:

1. Acting as the primary point of contact for matters concerning artefacts between the Incorporation, the Trades House Curator, the Trades House Hall Committee and the Chief Executive and staff of the Trades House nominated for the delivery of the clerking function.
2. Initiating insurance claims if required.
3. Acting as the focal point for ensuring the insurance policy for artefacts represents good value for money, making appropriate recommendations to the Master Court.
4. Holding one set of keys to the artefact storage boxes, not including a key of the Chain Box (held by the Deacon and Collector).
5. Establishing and maintaining the Schedule of Artefacts, and establishing and maintaining the record of temporary loans and movements of artefacts out of the Trades House Vault.
6. Reconciling the Insurance Schedule against the Schedule of Artefacts.
7. In conjunction with the Collector, physically mustering the items in the Schedule of Artefacts, including items listed in the Incorporation's Temporary Loan and Movement Record, annually on appointment.

Terms of Reference : Incorporation of Bakers of Glasgow

8. Physically mustering the items in the Schedule of Artefacts that have been removed from the Trades House Vault for major events, such as the Choosing Meeting, Deacon's Choosing Dinner, The Deacon Convener's Dinner, Box Opening, reconciling the Incorporation's Temporary Loan and Movement Record against the Schedule of Artefacts.
9. Arranging and authorising the expenditure necessary to maintain the historic record of engravings.
10. Reporting to the Master Court when maintenance or repair beyond routine is required for artefacts.
11. Maintaining the physical security of the artefacts and reporting on deficiencies in the arrangements and recommended changes.
12. Ensuring that the artefacts are subject to competent valuation, the frequency of which is not to exceed five years.
13. Such additional tasks as are required to fulfil the Purpose.
14. Reporting to the Lammas Meeting of the Master Court against the above tasks.