



Sharing History, Shaping Community

Campbell Museum Foundation Board Membership

Welcome to the Campbell Museum Foundation (CMF), where our rich local history and the joy of community connections create lasting memories.

The Campbell Museum Foundation is comprised of a dedicated volunteer Board of Directors. As a 501(c)(3) non-profit organization, we are committed to preserving and promoting the history of Campbell within the greater Santa Clara Valley region. The Foundation raises funds through special events, museum memberships, store sales, and grant funding to support our mission of developing, cultivating, and advocating greater public interest in the Campbell Historical Museum and Ainsley House. Additionally, CMF partners with the City of Campbell by providing key operational support to the Campbell Museums in the areas of Education, Exhibits, and Preservation.

Board Meetings

The Museum Foundation Board of Directors meets monthly to discuss the Foundation's financials, receive updates from Campbell city staff regarding upcoming events/projects and to review committee assignments. It is the responsibility of Board members to actively serve on a committee to help fulfill the Museum Foundation's mission.

Monthly meeting dates may change based upon the Board's availability and needs. Currently, the Board meets the last Tuesday of the month at 5:30pm. Museum Foundation Board Meetings take place in person at either the Carriage House or the Historical Museum. The option for a virtual call in to a meeting is open if needed.

Building a Robust Board

Developing a comprehensive Board of Directors is critical to ensuring the continued success of the Campbell Museum Foundation. A diverse board will play a pivotal role in fulfilling the foundation's mission while also providing its members with a unique opportunity to engage, influence, and connect within our Campbell and broader Santa Clara Valley community.

Board Members volunteer their time, experience and skills.

If you have experience in one or more of the fields below, we need you!

Board Member Experience Fields:

- **Youth/Adult Engagement and Education**
- **Event Management**
- **Fundraising and Sponsorship**
- **Marketing and Public Relations**
- **Community Engagement and Outreach**
- **Technology and Digital Strategy**
- **Legal and Governance**
- **Financial Management**
- **Retail and Merchandising**

We welcome individuals who can bring their experience to enrich our board and bring depth to the foundation's mission.

Key Board Member Skills & Characteristics:

Below are key skills and characteristics we consider when evaluating candidates for the Board of Directors:

- **Passion for the Foundation Mission:** Candidates should genuinely embrace the Campbell Museum Foundation mission and goals. An understanding of the importance of history and its relevance to the strength of our community can add depth to their commitment.
- **Expertise in Relevant Fields:** Candidates with expertise in areas pertinent to history, education advocacy, and non-profit management. Specifically, in the area of non-profit management, expertise in marketing, fundraising, advocacy, and finance is of critical importance.
- **Leadership Experience:** Candidates with a proven track record of leadership in their respective fields. Strong leadership skills are vital for guiding the organization, making strategic decisions, and fostering collaboration.
- **Financial Acumen:** Candidates with financial skills contribute to the organization's fiscal health. The candidate should understand budgeting, financial analysis, fundraising, and the nuances of nonprofit financial management.

- **Fundraising and Networking Skills:** Candidates who can contribute to fundraising efforts and bring in valuable connections. We seek board members with strong networks and a history of successful fundraising.
- **Strategic Thinkers:** Board members should possess the ability to think critically and strategically. Aiding in setting long-term goals, evaluating organizational operations, and adapting to changing circumstances.
- **Communication Skills:** Effective communication is crucial for board members to interact with each other, the organization's staff, donors, and the wider community. We seek candidates who can articulate ideas clearly and engage in constructive dialogue.
- **Ethics and Integrity:** Board members should uphold the highest ethical standards and act with integrity. Their decisions should align with the organization's values and the interests of the community they serve.
- **Problem-Solving:** Candidates with a history of creative problem-solving and ability to collaborate to find solutions are critical.
- **Commitment and Availability:** Board members should be willing to dedicate time and effort to the foundation. Time is spent in board meetings, participating in committee work, and actively contributing between meetings.
- **Learning Mindset:** Seek candidates open to learning, adapting to new trends, and staying informed on best practices in all expertise fields.
- **Team Player:** Board members must collaborate and build positive relationships with other board members, staff, volunteers, and donors.

Board Member Time Commitment:

Time commitment will vary depending on board member engagement in board committees. A board member who is not an officer of the board is likely to spend 12-15 hours annually in monthly board meetings and another 5-10 hours annually per committee they participate in. Additionally, board members are invited to attend a variety of community events at their discretion.

Board Officers will commit an additional 8-10 hours annually in Executive Committee.

Becoming a Board Member:

Board membership starts with YOU! Express interest by sending an email to Cherri Fontana at cfont625@gmail.com. A board member will get back to you and invite you to

the next board meeting as a guest and/or meet with you 1/1 to answer any questions, discuss your experience, and understand your interest/motivation. The final step is to approve your membership via board vote.

Board Members can be added at any time during the year. Our goal is to have 12-15 members on the Campbell Museum Foundation board to optimize each board member's time commitment.

Every board member will be given access to key "training" documents that will help them become knowledgeable about the CMF role and operations, enabling them to be a active, contributing member of the board.

You do not need to be a Campbell resident to be a member of the board!

Committees:

Our committee structure allows us to optimize the experience and skills of both our volunteer board members but also our broader volunteer community. Strategic committees are composed of dedicated individuals who are organized around specific goals and objectives, allowing committee participants to contribute in a focused, impactful, and time efficient way to the foundation's mission.

All committees will have a committee lead and members. Board members are expected to lead or participate in at least 1 committee per fiscal year.

The committee lead will :

- *Call committee meetings
- *Drive meeting agenda, actions and notes
- *Harness the suggestions and thoughts of committee members, shaping action and direction
- *Provide updates and budget readouts to board of directors as requested

Committee members are expected to actively participate in the achievement of the committee goals.

Committee Meeting and Membership:

All Committees are chaired by a Campbell Museum Foundation Board of Director. A Board of Director can be on multiple committees. Other Committee members will be made up of community volunteers who do not need to be a part of the Campbell Museum Foundation Board of Directors.

Committees will meet as needed depending on the type of committee. For example, the Finance Committee may have routine monthly or quarterly meetings, whereas an event committee may meet several times over the course of a few months then disband.

Below you will find a general list of Museum Foundation Committees and membership structure:

1. Executive: Comprised of officers of board, President, Vice-President, Treasurer, Secretary
2. Nominating: Comprised of board member(s) and the Museum Director.
3. Museum Membership: Comprised of board member(s) and foundation/community volunteers.
4. Finance: Treasurer is committee lead with board member(s) and foundation/community volunteers.
5. Marketing and Public Relations: Comprised of board member(s) and foundation/community volunteers.
6. Museum/Boutique Store: Comprised of board member(s) and foundation/community volunteers.
7. Special Event: Comprised of board member(s) and foundation/community volunteers.
8. Strategic and Long-Range Planning: Comprised of board member(s), foundation/community volunteers, and City of Campbell staff.