

ROLE OF THE BOARD

Collectively, with other members of the Board, each individual Board member is responsible for:

1. Setting, monitoring and evaluating the annual goals of the Foundation;
2. Setting Board policy;
3. Following established policies and procedures and conducting Board meetings by standard Robert's Rules of Order;
4. Developing the annual Foundation budget;
5. Carrying out the event and fundraising goals of the Foundation;
6. Building membership and interest in the Museums; and
7. Supporting the Foundation's fundraising events and efforts through:
 - a. Selling tickets to events;
 - b. Attendance at events;
 - c. Maintaining an annual Museum membership at (at least) the Director level (currently \$100);
 - d. Board members are encouraged to participate in the Give/Get Program where Board members commit to raising money (exclusive of scheduled events) for the Foundation through new memberships, grants, donors or planned giving commitments.
8. Serving as advocates for the Museums by:
 - a. Being aware of Museum programs and events and promoting them to the community and visitors;
 - b. Supporting Museum programs & events by attending and bringing guests;
 - c. Assisting in the publicity of events and activities by posting flyers, sending e-mails and providing other assistance as assigned and appropriate;
 - d. Speaking in support of the Museum at Council Meetings, Commission Meetings, to local service groups and potential funding sources.

Minimum Position Requirements:

1. A demonstrated interest in the Museum's mission, goals, objectives and programs;
2. Specific experience, interest and/or knowledge in at least one area of Board operation: administration, finance, personnel, program or special event development and execution, evaluation, public relations or marketing/communication;
3. Willingness to attend all Board meetings, serve on at least one Board committee and participate in appropriate Museum and Foundation programs, events and activities.
4. Willingness to participate in Board orientation and training activities and adhere to Board duties and responsibilities as outlined in the Board's Operation Manual and bylaws.

1.1 Board Members at Large

1. **Attendance:** Each Board member shall agree to attend Board meetings and serve on at least one committee. Each Board Member shall not miss more than 2 Board Meetings annually
2. **Meet regularly and consistently:** Board meetings shall be held once a month.
3. **Keep informed:** Review meeting agendas, reports and minutes. Check the Museum and Foundation websites periodically.
4. **Use committees effectively:** Committee reports during Board meetings should include only brief reviews or written information sent prior to the meeting along with the agenda.
5. **Question freely:** All Board members shall be encouraged to ask questions regarding the Board's programs and finances.
6. **Help implement and support programs:** Each Board member should participate appropriately in fundraising and public relations activities.
7. **Make a donation:** Each Board member shall contribute to the Foundation in an amount that they can afford which also sets an example for other potential donors. During first meeting of Fiscal Year.