

EDMONDS-SOUTH SNOHOMISH COUNTY HISTORICAL SOCIETY AND MUSEUM  
JOB DESCRIPTION FOR MEMBERS OF THE BOARD OF DIRECTORS

General Responsibilities:

Board members are legally responsible for all aspects of the operation of the Society and Museum. They must make sure the organization operates in full compliance with its approved by-laws and adheres to all regulations related to its status as a 501C3 nonprofit corporation.

Duties of the Board as a whole include:

- Sound Fiscal oversight through budget development and approval, monthly review of financial status and investment activities, and annual determinations that all necessary reports have been filed and licenses obtained.
- Constant policy oversight which includes the development and approval of all policies necessary to the operation of a historical society and business corporation.
- Oversight of the management of the organization and the museum. This includes the hiring and supervision of the Museum Director, making sure that individual is given adequate support, guidance and direction and is evaluated on a regular basis by the board as a whole and not as individual directors.
- Fundraising development and support of all activities which further the existence of the organization and its commitment to service to the community.
- Membership Stewardship which includes actively seeking new members and making every possible effort to ensure current members feel appreciated and encourage to fully participate in the activities of the Society and Museum.
- Creation of the organization's identity through the development and support of its mission, the creation of a vision for its future and participation in the long range planning and annual strategic planning process. This includes decisions about program direction, activities and events which promote the society and lead to its growth and stability.
- Continuance of the organization through the election of dedicated Directors and Officers. This includes developing and empowering a support base of diverse volunteers who can bring a wide range of talents and skills to the organization in future years.

Continued to page two, personal responsibilities.

EDMONDS-SOUTH SNOHOMISH COUNTY HISTORICAL SOCIETY AND MUSEUM  
JOB DESCRIPTION FOR MEMBERS OF THE BOARD OF DIRECTORS

Personal Responsibilities: Each Board Member must be willing to make ...

- A Philosophical and passionate commitment to the organization. They must support the mission of the Society and be willing to help shape its direction and growth.
- A Significant time and energy commitment. This includes consistent attendance at board meetings fully prepared to participate by reviewing all advance materials sent in conjunction with the meeting agendas, serving in officer and committee leadership roles when asked and actively assisting when able with the work of the standing and ad hoc committees.
- A Financial commitment. They must pay the annual dues and support the fundraisers of the society to whatever extent they are able.
- A Contribution to the work of the board. They must be willing to provide their talents, skill and knowledge without compensation for the purpose of furthering the work of the Society. They must also be willing to fully participate through the free exchange of opinions and ideas and to ask questions about all aspects of the management of the corporation.
- An effort to be knowledgeable regarding the operation of the society. This includes a full understanding of its by-laws, its financial management and the approved policies and procedures of the organization.
- An Effort to participate in the various activities sponsored by the Society to the fullest extent possible.
- An effort to serve as facilitators within the organization providing support to staff, volunteers and other Board members. They must be open to working with other people, respecting new ideas and constantly work to build consensus when developing new directions for the society.

Approved by the Board at its monthly meeting January 4<sup>th</sup> 2016 as noted in the minutes of that meeting.

---

Secretary

