



## Member of the Board of Trustees Job Description

Trusteeship, by definition is the agency of a person or persons designated to act as governors or protectors over property belonging to another. Since the Howard County Historical Society belongs to the entire community, the Board of Trustees acts as a citizen control or governing body of the society. Members are on the board in order to contribute their knowledge and wisdom to the discussion and formulation of wise and practical policies controlling the society's destinies for a 3-year term (can serve up to 3 terms before rolling off). The Board of Trustees is a legislative and policy forming board, not an administrative one.

Members of the Board of Trustees of Howard County Historical Society share responsibility, along with the President of the Board, Executive Director, staff, and other Board members for the health and well-being of the Society. Each agrees to support the mission of the organization and understand that their responsibilities include:

1. Maintain membership in HCHS for the duration of their term and contribute to the annual campaign.
2. Maintain an awareness of the Society's income, expenses, and budget, and participate in fundraising. There is no set amount required for donations, but an expectation of some level of giving.
3. Oversee the implementation of the Board's policies, projects, and initiatives.
4. Carry out their responsibilities with the highest degree of integrity, and avoid all real and perceived conflicts of interest.
5. Attend Board meetings, which typically take place on the third Tuesday of every month.
6. Serve on one or more of the Board committees.
7. Attend, participate in, and help promote events and activities sponsored by the Society. Events of special importance include: Annual Meeting, Hall of Legends, Christmas (November-December), and exhibit openings or special programs.
8. Help identify potential members and donors.

In turn, the President and all Board members will be provided:

- monthly financial reports and a draft annual budget for review prior to the Annual Meeting;
- information regarding projects, initiatives, policies, goals, and objectives of the HCHS;
- answers to questions or concerns, and;
- open communication in a transparent and timely fashion regarding issues/problems that may impact HCHS;

enabling each member to carry out their fiscal, legal, and moral responsibilities to this organization.