

## **Job Description for Board of Directors of Green County Historical Society**

Position Title: Member of the Board of Directors

Length of Term: Three years (two term limit)

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Provides fiscal oversight
3. Recruits, orients, and develops board members
4. Evaluates its performance and overall performance of the organization in achieving the mission
5. Establishes policies for the effective management of the organization

### Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Participate in fund raising activities and special events
- Serve as a museum docent at least once per month when the museum is open (June – October)
- Be a member in good standing of the Green County Historical Society

### Time Demands (approximate):

- Attend and actively participate in all board meetings (1 monthly board meeting, approximately 1 1/2 hours in length. Board meetings are not typically held in December. Special meetings may be called as needed.)
- Attend and actively participate in the Annual Meeting (held in June, 1-2 hours in length)
- Attend and actively participate in committee meetings and related work (time commitment varies)
- Attend special events such as fundraisers and actively participate in fundraisers either financially or by working (time commitment varies)
- Serve as a museum docent at least once per month when the museum is open (June – October, at least 3 hours per month)

### Resource Development Expectations:

- Recruit new members and Board members
- Recruit sponsors, as needed
- Identify and cultivate potential donors
- Advocate for public policy, economic development and other initiatives that advance the beliefs of the Green County Historical Society with government, businesses and individuals