

Board Member Job Description

Dunn County Historical Society

Position Title: Member of the Board of Directors

Length of Term: Three years, repeatable

Reports To: Membership of the Society

Additional information regarding the Society is available at www.dunnhistory.org.

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

- Leads the Society through long and short-range planning with the Executive Director
- Provides fiscal oversight
- Recruits, orients and develops board members
- Evaluates performance of the organization (*including itself*) in achieving the mission
- Establishes policies for the effective management of the organization

Responsibilities:

- Understands and promotes the Society'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, take on special assignments, or volunteer for non-board Society activities
- Review agenda and supporting documents prior to meetings
- Participate in fund raising (*development*) activities, special events, program events
- Be a member in good standing of the Dunn County Historical Society

Time Demands (*approximate*):

- Attend and actively participate in all board meetings (*1 monthly board meeting, approximately 1.5 to 2 hours long. 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 November, approximately 1-2 hours in length*)
- Attend and actively participate in committee meetings and/or related work or volunteer assignments (*time commitment varies*)
- Attend special events such as fundraisers and actively participate in fundraisers either financially or by working (*time commitment varies*)

Resource Development Expectations:

- Recruit/identify new members, volunteers and board members
- Identify and cultivate potential donors and sponsors
- Advocate for public policy, economic development and other initiatives that advance the mission of the Dunn County Historical Society with government, businesses and individuals

Application for Candidacy Dunn County Historical Society Board of Directors

NAME: _____ DATE: _____

ADDRESS: _____

E-MAIL: _____ PHONE: _____

The board of directors of the Dunn County Historical Society is seeking candidates who can bring demonstrated leadership and expertise to its membership. The meeting date and time is typically the fourth Monday of each month at 7 p.m. at the Rassbach Heritage Museum, in Menomonie's Wakanda Park.

Please take some time to read the accompanying board job description before answering the following questions:

What motivates you to serve on a board of directors?

What are your personal goals in relation to serving on a board?

What is your current or previous profession and/or area of interest?

Are there any time restrictions or other commitments that would limit your ability to attend board or committee meetings and Society functions?

What groups or organizations have you been, or are currently associated with in the area? In what capacity?

Have you ever visited the museum, volunteered or participated in functions of the Dunn County Historical Society?

What strengths do you bring that could benefit the Society? Indicate area(s) in which your knowledge would benefit the Board:

- Finance
- Technology
- Marketing
- Special events
- Tours
- Museum docent
- Cleaning and organizing
- Buildings and grounds
- Other _____

Please return the completed application to:

Dunn County Historical Society Att: Board Development Committee
PO Box 437
Menomonie, WI 54751
715-232-8685