

Position Descriptions for Board Members

Danville Vermont Historical Society, Inc.

Member, Board of Directors

Purpose

A member of the Board of Directors is responsible for ensuring that the Society fulfills its mission by planning for the future, monitoring current operations, and evaluating the organization. A board member must fulfill the fiduciary responsibilities of the board of directors, making corporate decisions that protect the public interest.

Key Responsibilities

- Advance the mission of the Society.
 - Actively promote the mission of ORGANIZATION, contributing ideas and expertise.
 - Keep up-to-date on developments in the organization's field.
 - Be informed about the organization's mission, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image.
- Select the Executive Director through an appropriate process.
 - Provide ongoing support and guidance for the executive staff.
 - Annually review performance.
- Ensure effective organizational planning.
 - Determine and monitor the organization's programs and services.
 - Participate in the development of a strategic plan to accomplish the mission, oversee its implementation and evaluate its success.
- Actively participate in all board activities.
 - Attend in person or by phone quarterly board meetings.
 - Review agenda and supporting materials prior to board and committee meetings.
 - Serve on a committee and periodically take on special assignments.
 - Suggest nominees to the board who can make significant contributions to the work of the board and to the organization.
 - Assess the board's performance.
- Ensure adequate resources.
 - Manage resources effectively.
 - Carry out the fiduciary responsibilities of the board, such as reviewing the organization's annual financial statements, selecting an auditor and receiving the auditor's report.
- Follow conflict-of-interest and confidentiality policies.

Elected by

The membership at the annual meeting

Term Length

Three-year terms, with the possibility of two terms, after which time a one-year hiatus before possible reelection to the board

Time commitment

Monthly meetings for the Executive Board, quarterly for other Board members; additional time required for committee work and other board commitments.

Reports to

Board President