

DUTIES AND RESPONSIBILITIES

Board of Directors of East Benton County Historical Society

GENERAL STATEMENT: The Board of Directors makes policy for the Society and monitors the execution of that policy. The Board is ultimately responsible for every aspect of the Society - its collections, physical plant, finances, personnel, and all operations, activities and programs. Day to day operation of the Society and its museum is the responsibility of the Administrator functioning under the policies set forth by the Board with the assistance of volunteers, volunteer committees and docents.

All Board members are private individuals who, as a body, hold the Society's assets in trust as fiduciaries for the general membership of the Society and the public. Under the law, a fiduciary is an individual entrusted to carry out certain duties for another.

SPECIFIC RESPONSIBILITIES: Specific responsibilities of the Board include establishing goals and purpose of the Society, planning for its future, ensuring continued tax-exempt status and compliance with regulatory laws, formulating policies for managing and using the collections and physical plant, budgeting and fundraising. The Board also has the responsibility for reviewing and evaluating all aspects of the Society's operations and programs to assess how well they fulfil stated goals and policies.

The Board member's ultimate responsibility to the Society is to ensure through active and affirmative guidance that the Society's resources are prudently and efficiently managed to serve its purpose.

Board members are elected for a (3) three term and may not be elected to serve more than (2) two consecutive terms. Board Officers are elected annually from and by the members of the Board.

It is expected that a Board Member will:

- a. Be a member in good standing of the Society.
- b. Attend and participate in monthly Board meetings, special Board meetings when called and general meetings of the Society.
- c. Serve on at least one committee and regularly attend and participate in that committee's activities.
- d. Contribute to Society fund-raising campaigns and or be willing to raise funds for the campaign.
- e. Be sufficiently informed of the purpose and function of the Society and to participate in making sound policy decisions.
- f. Be an ambassador for the Society and its programs.
- g. Be an advocate for the Society and its programs.

EBCHS POLICY ACKNOWLEDGMENT AND ACCEPTANCE FORM

The following initialed policy and expectation forms have been reviewed and accepted by:

Name: _____
Print

[] Duties and Responsibilities for Members of the Board of Directors.

[] Conflict of Interest Policy.

[] Code of Conduct Policy.

[] Museum Ethics Policy.

[] Bylaws.

Name: _____ Date: _____
Signed