

## Issaquah Historical Museums Board Member Expectations

Members of the Board of Directors of the Issaquah Historical Museums (aka the Issaquah History Museums) are asked to bring their expertise, contacts and experience to the table, and to become advocates for the museums within the community.

Board members are NOT required to:

- Have a personal history in the community of any particular length.
- Have specialized knowledge about the town's past (although an interest in its past is encouraged).
- Live within any particular geographic area.

### **Basic Responsibilities**

1. Be able to articulate the organization's mission (to discover, preserve and share Issaquah's history and heritage)
2. Inform others about the organization's work.
3. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
4. Follow conflict of interest and confidentiality policies.
5. Refrain from making special requests of the staff.
6. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
7. Read newsletters and email news blasts in order to remain aware of the organization's activities and programs.

### **Board Meetings**

1. The board meets on the third Thursday of the month at the Depot. Meetings begin at 6 PM and generally end before 8 PM.
2. Board packets will be e-mailed to board members prior to the meeting. Board members are responsible for reviewing the materials and bringing them to the meeting. (Members who are unable to bring meeting materials with them for any reason may request a board packet from museum staff up until 4 PM on the day of the meeting)
3. Board members are welcomed onto the board because they have unique skills and abilities that will be of service to the organization. Absenteeism makes it difficult for the organization to make full use of these human resources. Absenteeism is defined as any of the following:
  - The member has two un-notified absences in a row ("un-notified" means the member did not call or email a reasonable contact in the organization before the upcoming meeting to indicate they would not attend).
  - The member has three notified absences in a row.
  - The member misses one third (4 out of 12) of the total number of board meetings in a twelve-month period.
4. Absenteeism may be grounds for removal from the board.

### **Participation**

1. IHS board members are encouraged to become involved in the museums to the extent they are able.
2. All board members should serve on two board committees. The committees meet at their own discretion on varied schedules.
3. The full board should be present for Volunteer Awards Night, our annual event to demonstrate appreciation for the volunteers and the work they do.
4. The full board should be present for our annual fundraiser, Discover the Past.
5. Board members are also strongly encouraged to attend other museum events such as quarterly history programs and exhibit openings, and to participate in Heritage Day.

### **Financial Commitment**

1. Board members are required to maintain an active membership in the organization. Membership dues start at \$10 per year for students and seniors, \$20 for individuals, and \$25 for families.
2. Board members are asked to make an additional annual financial commitment to the museums at a self-selected level which expresses their support for the museums, its goals and its programs. Each year the budget contains a line item for financial support from the board as a whole. As of 2016, that amount was \$2,000, which translates into a recommended annual donation of roughly \$180 per board member. Some board members give more, and some give less. The goal is for 100% participation by the board as lead contributors to the annual appeal.
3. Donations made toward membership, the endowment, or special appeals are deeply appreciated, but these types of gifts do not contribute the annual operating funds our organization needs as a foundation for other programs.

### **Board Liability**

Bylaws of the Issaquah Historical Museums contain an indemnification clause. It reads (in part), "Every person who is or shall have been a Board Member of the Corporation and his or her personal representatives shall be indemnified by the Corporation against all costs and expenses reasonably incurred or imposed upon him or her in connection with or resulting from any action, suit, or proceeding to which he or she may be made a party by reason of his or her being or having been a Board member of the Corporation." The organization carries Director's & Operators insurance.