

## **Board Chair Job Description**

**Term of Office:** Two Fiscal Years

**Advisor:** President and Past Chair

**Time Commitment:** To give the amount of time necessary to attend meetings, set agendas, recruit volunteers, appoint committee Chairs and oversee committee activities to assure that the museum will accomplish the goals set for that fiscal year.

**Responsibility:** To give the necessary time to make sure that the Executive Committee meetings and Board of Trustees meetings are run effectively and efficiently every other month beginning in July. Also to oversee the Chairmen of all other committees to help ensure that they accomplish the goals and objectives of the organization for that year.

### **Goals and Objectives:**

- To be the chief volunteer officer of the Board of Trustees.
- To set the Agendas and Chair Executive Committee and Board of Trustees meetings.
- To make committee assignments for each fiscal year and oversee all Committee Chair results.
- To serve as an Ex Officio member to all standing committees.
- To ensure that all policies and procedures of the board are followed.
- To represent the Board of Trustees to community and other group's volunteer Boards.
- To fill Board vacancies by direct appointment when necessary.
- To provide feedback and an annual evaluation of the President of the Board and to offer support within the City administration.

## **First Vice Chair Job Description**

**Term of Office:** One or Two fiscal Years

**Advisor:** Chair and President

**Time Commitment:** To attend all Executive Committee and Board of Trustees meetings, also to be prepared to Chair the meetings if the Chair is absent. To provide the time needed to prepare for being the Chair the next year.

**Responsibility:** To Chair the Nominating Committee. To be prepared to Chair the Executive Committee or Board of Trustees meeting in the absence of the Chair. Also to coordinate the Orientation of new Board members in the year prior to becoming Chair.

### **Goals and Objectives:**

- To chair the Board Development Committee.
- To coordinate the New Board Members Orientation prior to the first meeting of the Board of Trustees at the beginning of the fiscal year.
- To preside at any meeting of the Executive Committee or Board of Trustees in the absence of the Chair.
- To perform specific jobs as assigned by the board or Chair.
- To gain knowledge of the museum in all areas in preparation for becoming Chair.

## **Immediate Past Chair Job Description**

**Term of Office:** One or Two Fiscal Years

**Advisor:** Museum President

**Time Commitment:** To provide the necessary time to assist the Chair and President in any matter of the Museum.

**Responsibilities:** The Immediate past Chair serves for one or two years as an advisor to the Chair and Executive Committee. Also serves for one or two years as leader of the *Past Chair's Council*.

### **Goals and Objectives:**

- To advise the Chair and the Executive Committee throughout the year.
- If the Immediate Past Chair is a member of the board with an incomplete term, then he or she also votes.
- If the term as Immediate Past Chair falls during the year that a required leave of absence from the board is due, this officer (not-voting) can return to the board as an elected member the following year.

## **Treasurer of the Board Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Chair, Assistant Director for Administration, and Board Accountant

**Time Commitment:** To set aside the necessary time to attend meetings of the Executive Committee and The Board of Trustees, also to be available to sign checks and go over the books.

**Responsibilities:** To serve as the Chair of the Finance Committee. Also to serve as a liaison for the board with the Museum Accountant and the Assistant Director for Administration of the Museum. The Treasurer reports on the financial interests and management of the Museum to the Executive Committee and Board of Trustees.

### **Goals and Objectives:**

- To function as an advisor to the Executive Committee, the Finance Committee, the Board, and any other committee that requires his or her assistance in matters of financial management and policy.
- To report to the Finance Committee, Executive Committee and Board of Trustees current financial information at each meeting.
- To work with the Assistant Director for Administration, the Director of Advancement, and the Finance Committee to establish a realistic budget in accordance with the strategic goals of the Museum. To present the annual budget to be voted on by the Board at the May meeting.
- To assist Staff in the selection and review of any company doing independent accounting or audits.
- To work with any Board Accountant or auditors and Assistant Director for Administration in monitoring the books, so that the Museum is accountable to our donors.
- To Chair the Finance Committee. To call regular meetings of the committee to determine progress in maintaining the set budget.
- To be available to sign checks that require two signatures.

## **Secretary of the Board of Trustees Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Chair and Museum President

**Time Commitment:** To set aside the time necessary to take minutes of the Executive Committee meetings and work with the staff person taking minutes at the Board of Trustees' meetings. To review the minutes and correct as needed before mailing to members.

**Responsibilities:** To assure the minutes of the Executive Committee and Board of Trustees meetings are correct, distributed, and archived.

### **Goals and Objectives:**

- To post accurate records of all meetings of the Executive Committee and Board.
- To assure that the minutes of the meetings are mailed to all members in a timely manner.
- To assist in the final review of the minutes before they are distributed.
- To ensure that a permanent record of all minutes are maintained and are appropriately accessible.

## **Executive Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Chair of Board and Museum President

**Chair:** Chair of the Board of Trustees

**Time Commitment:** Attend Executive Committee meetings every other month or as needed.

**Responsibilities:** The Executive Committee with a quorum present is empowered by the Board of Trustees to act directly in its behalf at any called meeting or in cases of emergency. All actions of the Executive Committee must be ratified by the Board. Although the Executive is empowered to take emergency action in the absence of the full board quorum, it must never establish policy.

### **Goals and Objectives:**

- To meet prior to each board meeting to discuss that business of the board and set the agenda.
- To advise continuance of assignments or timing of a report from various committees of the Board.
- To serve as a liaison between the Board of Trustees and other governing bodies and agencies unless Ad hoc Committees have been assigned specific relationships for special purposes.
- Through the Chair, to annually review the museum's operations and the Museum President's performance (unless this responsibility is assigned to the entire Executive Committee). This review should be done in a positive, constructive manner and should be conducted even if the President is subject to review by any other co-governing body.
- To act as a sounding board of confidence for the Museum President and a source of encouragement in time of need. The relationship must be honest, straightforward, and without personality conflicts.
- To work diligently with the Personnel and Finance Committees and the City of Gastonia and the Gaston County School Board and the Gaston Board of Commissioners to assure that necessary staffing and funding are in place for the Museum to meet its annual and long-term objectives.

## **Finance Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Museum Assistant Director, Administration and Board Accountant

**Time Commitment:** To attend regular meetings of the committee and set aside time to assure and improve accountability for the museum.

**Responsibility:** To review and recommend annual budgets and long-range financial plans in light of approved strategic goals and the Museum Mission Statement. To review annual audits and ensure public accountability.

### **Goals and Objectives:**

- To review the internal financial controls with the Museum President and Board Accountant.
- To review the expenses and supporting documentation.
- To comply with government or foundation regulations when the museum is the recipient of grants.
- To review all transactions between the museum and IRS specified persons and companies.
- To review independent accountant and audit reconciliation.
- To review and present financial reports to the Board of Trustees.
- To work closely with the Museum President and the Assistant Director, Operations and Administration and the Development Director to forecast the budgetary needs.

## **Collections and Research Committee Job Description**

- Term of Office:** Fiscal Year
- Advisor:** Committee Chair and Collections Manager
- Chair:** Collections Chair
- Time Commitment:** Attendance at regular meetings of the committee several times a year and attendance at regular meetings of the Board of Trustees.
- Responsibilities:** Plan, develop, and review Collections Policies for the Museum consistent with the Strategic Plan and the Museum's Mission Statement. Responsible for review and approval of collections acquisitions and deaccessions that exceed the authority of the Collections Manager or Curator as stipulated in the Collections Policy.

### **Goals and Objectives:**

- To review and evaluate Collections Policies and to present new policies and any proposed changes in existing policies to the Board of Trustees.
- To review, evaluate, and approve acquisitions that exceed the authority of the Collections Manager or Curator as stipulated in the Collections Policy.
- To review and evaluate deaccessions approved by the Collections Manager and Director and to present appropriate deaccessions to the Board of Trustees for final approval.
- To learn the scientific and cultural value of the Museum's collections and to pass that understanding on to the Board of Trustees and the City of Gastonia.
- To learn the role filled by Collections in the operation of the Museum and to pass that understanding on to the Board of Trustees and the public.
- To provide guidance, direction, and support for the growth of the Museum's collections consistent with the Strategic Plan, the Museum's Mission Statement, and the Critical Collections Evaluation.



## **Programs and Exhibits Committee Job Description**

<b>Term of office:</b>	Fiscal year
<b>Advisor:</b>	Committee Chair & Head of Interpretation
<b>Time Commitment:</b>	Attendance at regular meetings of the committee throughout the year and attend Museum programs and exhibits openings. Attendance at regular meetings of the Board of Trustees.
<b>Responsibilities:</b>	Review and recommend annual goals and objectives for the Programs and Exhibits Department consistent with the Strategic Plan and the Museum's Mission Statement. Develop proposed policies, which are then presented to the Board of Trustees for their approval. Manage Citizens panel.

### **Goals and Objectives:**

- Work with Head of Interpretation to provide guidance for exhibit and program development that fulfills the Museum's mission statement and recognizes the best professional practices, appropriate local and regional public involvement and peer review, as well as the need to create and foster new audiences.
- Create a Citizen's Advisory Council to provide annual public input on exhibit topics and programs (recruit members and hold an annual meeting).
- Review and evaluate the effectiveness of the Museum's exhibits and programs based on attendance data and mission relevance.
- Assist exhibit openings in coordination with staff.
- Plan and execute with financial support of Board, Staff Appreciation luncheons.
- Review and evaluate the preliminary budgeted expenditures for exhibits, programs, and special events pertaining to programs and exhibits, providing feedback to staff and finance committee.
- Review and recommend to the Board of Trustees proposed policies concerning programs and exhibits, either now in place or being contemplated.

## **Membership and Corporate Development Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Director of Museum Advancement

**Time Commitment:** Time to prepare for each meeting and assure completion of Goals and Objectives.

**Responsibilities:** With Executive Director and Director of Advancement, fulfill Goals and Objectives

### **Goals and Objectives:**

- Establish meeting schedule
- Coordinate a membership campaign
- Create a calendar of member appreciation events
- Develop community awareness of the Museum through business and corporate memberships
- Recognize on monthly basis the business community via the eagle presentation, signage, and newsletter.
- Clip news articles pertaining to business members and congratulate them
- Use LED sign to market membership

## **Fundraising/Events Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Director of Museum Advancement

**Time Commitment:** Time to prepare for each meeting and assure completion of Goals and Objectives.

**Responsibilities:** With Executive Director and Director of Advancement, fulfill Goals and Objectives

### **Goals and Objectives:**

- Establish meeting schedule
- Coordinate training of Board members to do solicitations/"open doors" for others
- Encourage Board member participation as donors
- Develop a fundraising calendar, along with a timeline, monetary goals, and budget for all events. Share this information with the Finance Committee.
- Create and develop annual events centered on specific age groups
- Plan patron preview parties for the opening of all new exhibits
- Do the following for each event: select a chair, consider need for programs, receiving line, pre-assignment of guests to Board members for greeting, etc.
- Hold "post-event" meetings
- Clip news articles pertaining to donors and congratulate them
- Showcase the Schiele at Covenant Village and other retirement venues.

## **Long Range Planning Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Long Range Planning Chair and Museum President

**Time Commitment:** To attend regular meetings throughout the year and update and evaluate the strategic plans for the Museum.

**Responsibility:** The Long Range Planning Committee is a standing committee that will continually review established plans for land acquisition, capital development, exhibits, collections and program funding and growth.

### **Goals and Objectives:**

- To review and update the existing Strategic Plan annually.
- To establish the priorities and goals to be accomplished during the three year period.
- To coordinate the work with the necessary committees to accomplish the Long Range Plan. Semi-annual progress reports and evaluation reports should be given to the Executive Committee by the Long Range Planning Committee Chair.

## **Board Development and Nominating Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Chair and Museum President

**Chair:** First Vice Chair

**Time Commitment:** Several Meetings during the year and gathering of potential candidates during the year.

**Responsibility:** The committee must seek individuals who will provide the board with the proper balance in sex, age, vocation and race. To accomplish this balance, the committee must study the backgrounds of the existing members as well as possible candidates. The Board Development and Nominating Committee members will provide a list of nominees to be considered by the full committee each year.

The committee should analyze the performance and attendance record of each director once a year, making particular note of absenteeism and other signs of disinterest or lack of time.

### **Goals and Objectives:**

- To maintain an annually updated list of potential Trustees, relying upon suggestions from public, staff, and board.
- To maintain an accurate file on board members during the year. The form would include name, address, phone numbers, fax numbers, Email addresses, community affiliations, activities and interests, business position, family members, and positions on the Museum Board and Committees.
- To notify each member when absences are approaching dismissal. Three unexcused absences call for replacement on the board. Any member with two unexcused absences should be called before his/her third meeting.
- To develop policies and procedures for reviewing the performance of the Board of Trustees and all Committees on an annual basis and to implement such formal review.

## **Personnel Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Chair and Museum President

**Time commitment:** To set aside the amount of time needed to work with the Museum President and the Assistant Directors and to review resumes and interview applicants, if necessary.

**Responsibility:** To review salaries and benefits provided by the Museum for its employees and make sure that the benefits and policies are kept up to date with the city guidelines.

### **Goals and Objectives:**

- To advise and, if requested, to participate with the Museum President in the review of resumes and interview of applicants when a position is vacant.
- To evaluate and make recommendations to the Executive Committee and The Board of Trustees on all Board employee personal benefits.
- To follow all EEOC guidelines in interview and hiring employees.

## **Properties Committee Job Description**

**Term of Office:** Fiscal Year

**Advisor:** Finance Chair and Assistant Director, Operations and Administration

**Time Commitment:** To set aside the amount of time needed to look at existing facilities and other properties that could become available for the future growth of the museum.

**Responsibility:** To evaluate and make recommendations to the Board of Trustees on existing facilities and property that could be available to the museum to purchase

### **Goals and Objectives:**

- To set aside time to look at existing and potential property.
- To evaluate any proposals for property lease or acquisition.
- To attend regular meetings of the committee
- To advise the Board of Trustees on properties.

## **Accreditation Committee Job Description**

<b>Term of Office:</b>	Fiscal Year
<b>Advisor:</b>	Museum President and Assistant Director, Operations and Administration
<b>Chair:</b>	Accreditation Chair
<b>Time Commitment:</b>	To attend regular meetings of the committee throughout the fiscal year to move the museum forward to being accredited.
<b>Responsibility:</b>	To work closely with the Executive Director and other staff members assigned to set forth the necessary steps to reach the accreditation of the Schiele Museum.

### **Goals and Objectives**

- To accomplish the goals set by the Board of Trustees and the Museum President to achieve accreditation.
- To report back to the Executive Committee and the Board of throughout the process of accreditation.
- To represent the Trustees to the AAM accreditation Visiting Reviewers.