

SHASTA HISTORICAL SOCIETY
Board Member Job Description

POLICY NUMBER: B.05

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CERTIFICATION

We hereby certify that we are the duly elected and acting President and Secretary of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Board Member Job Descriptions are duly adopted by the Board of Directors by a two-thirds majority as of July 7, 2015.

IN WITNESS WHEREOF, we have signed our on July 7, 2015.

Gary A. Lewis
President of the Board

R. Russ Peterson
Secretary of the Board

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

Approved July 7, 2015

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The Board will support the work of Shasta Historical Society and provide mission-based leadership and strategic governance. While day-to-day operations are led by Society's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

LEADERSHIP, GOVERNANCE AND OVERSIGHT

- Serving as a trusted advisor to the ED as s/he develops and implements the Society's long-term goals and strategic plan
- Reviewing outcomes and metrics created by the Society for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving the Society's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Assisting the ED and President in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are implemented
- Serving on committees or task forces and taking on special assignments
- Representing Society to stakeholders; acting as an ambassador for the organization
- Ensuring Society's commitment to a diverse board and staff that reflects the communities the Society serves

FUNDRAISING

Shasta Historical Society Board Members will consider the Society a philanthropic priority and make annual gifts that reflect that priority. So the Society can credibly solicit contributions from foundations, organizations, and individuals, the Society expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

BOARD TERMS/PARTICIPATION

Shasta Historical Society's Board Members will serve a two-year term to be eligible for re-election. Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings.

QUALIFICATIONS

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of the Society's mission

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- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for the Society's mission
- Service on Shasta Historical Society's Board of Directors is without remuneration.