

Hennepin History Museum
Board of Directors Roles and Responsibilities and Statement of Understanding
Approved by the HHM Board of Directors Feb 17, 2016
To be reviewed annually by the HHM Governance Committee

Roles and Responsibilities

The Board of Directors of the Hennepin History Museum has the principle responsibility of ensuring the mission of HHM is fulfilled. This function is carried out by providing governance, leadership and vision; ensuring the vitality and growth of the organization; representing the museum to the community and accepting the ultimate legal authority for the organization.

Board members are appointed for three-year terms. A minimum commitment of 10 hours per month is recommended. Additional hours may be needed depending on committee work and current projects.

The board as a whole should fulfill these duties:

1. Clearly define and articulate the organization's mission, accomplishments and goals to gain support from the community and enhance the organization's public image
2. Hire, support and evaluate the Executive Director with the goals of the organization in mind. If the work of the Executive Director does not meet the agreed-upon standards, the board will take appropriate action in accordance with established protocol.
3. With the Executive Director, develop long-range goals and guide organizational planning
4. Assist in the development of the organization's annual budget and ensure proper financial controls are in place
5. Play an active role in securing adequate financial resources for the organization
6. Define prerequisites for potential new board members, orient new members, and periodically evaluate performance of the board and its individual members
7. Serve as a fiduciary, or steward, and in such role exercise the proper duties prudently and in good faith, acting in the best interests of the organization when making decisions, and remaining faithful to the organizational mission while following governing documents, including the bylaws and state and federal laws
8. Adhere to ethical standards and norms
9. Speak with one voice and accept decisions on a majority basis

Individual board members are responsible for:

1. Regularly attending board meetings and important related meetings
2. Arriving at meetings prepared and ready to engage in thoughtful dialogue
3. Staying informed and up-to-date on the museum's mission, values, policies and programs
4. Making a personal financial contribution that is significant and meaningful in addition to being a member of the museum

5. Participating in additional development and fundraising activities in ways that are best suited to the individual and most effectively serve the purposes of the museum
6. Being an engaged participant in strategic planning efforts
7. Making a serious commitment to participate actively in committee work
8. Building a collegial working relationship with other board members that contributes to consensus
9. Supporting the work of the staff and assisting when appropriate, but not becoming involved in the day- to-day management of the museum
10. Actively participating in the board’s annual evaluation and individual self-assessment
11. Regularly attending organizational activities. These activities may include, but are not limited to, fundraising events, exhibit openings, educational programs and outreach events.
12. Serving as an ambassador and advocate for the organization
13. Suggesting possible nominees to the board who can make significant contributions to the work of the board and the organization
14. Reviewing, signing and following the statement of understanding, conflict of interest and code of ethics policies.

Statement of Understanding

As a member of the Hennepin History Museum (HHM) Board of Directors, I am fully committed to the work of the museum and am dedicated to carrying out its mission. I will work with other Board members in developing high expectations for the future, and will take an active part in reviewing, approving, monitoring and achieving these objectives. In turn, I will encourage and expect the best results and the highest quality work possible.

I understand the duties and responsibilities as outlined. If I am unable to meet my commitments as a Board member, I understand that I may be asked to resign from the Board of Directors.

In signing this document, I understand no rigid standards of measurement and achievement are being established. Every Board member makes a statement of faith to be a partner with every other Board member to strive for the success of the Museum. We trust each other to carry out the above to the best of our ability.

Name of Board Member (please print) _____

Signature _____ Date _____

HHM Board Roles and Statement of Understanding

The Hennepin History Museum is responsible to board members in a number of ways. These include:

- Using your time in the most effective way possible so your involvement and service is of consequence
- Regularly providing status reports and information about the museum's work, service, and progress
- Being available to discuss policies, goals, and objectives
- Supporting your work in every way possible
- Providing a rewarding and fulfilling experience
- Making board meetings meaningful and productive, with as little lost time as possible
- Encouragement in your role as an organizational leader
- Responding in a straight-forward and thorough fashion to any questions you have that you feel are necessary to carry out your responsibilities to the organization

President, HHM Board of Directors

Date

Executive Director, Hennepin History Museum

Date