



Top 10 Duties of Nonprofit Board Members*

**Borrowed heavily from the writings of Jeremy Barlow*

Sandy Spring Museum is seeking board members who believe in its mission to support community-driven cultural arts and educational programs. We gather community to build a sense of place and belonging.

We ask that board members bring their own knowledge and expertise to contribute to the success of the museum. Each board member contributes in a unique way but all are responsible for the following:

1) ATTEND BOARD MEETINGS and FULFILL YOUR TERM

The board meets on the second Wednesday of each month, with the exception of one month during the summer, at 7 pm at the museum. Meetings last between 1 – 2 hours. Board terms are three years. Members can serve two consecutive 3-year terms.

2) ATTEND PROGRAMS AND EVENTS

The museum hosts dozens of programs and events throughout the year. Try to attend as many as interest you! Attending programs will help you be fully aware of what's happening at the museum, and provides you the opportunity to introduce others to our offerings. Two museum membership meetings are held during the year at which board member attendance is requested.

3) HIRE AND SET COMPENSATION FOR THE MUSEUM'S EXECUTIVE DIRECTOR.

The board's most important duty is to hire a competent Executive Director and set compensation for the position. This duty is important because the Executive Director has a key role as the primary communicator between the board and staff.

4) BOARD MEMBERS HAVE LEGAL AND FIDUCIARY DUTIES.

Board members need to learn how to read and interpret the museum's financial statements so they can be good stewards of the organization's funds. The museum has a Finance Committee that delves deeply into financial management but it is still the responsibility of every board member to understand the finances. This includes reviewing and approving the annual budget to protect the organization's assets. Board members approve major organizational decisions including planning for programs and related expenditures. Working cooperatively with management, board members will need to communicate our plans and progress to stakeholders.

5) BOARD MEMBERS ARE RESPONSIBLE FOR ADVANCING THE MISSION OF THE MUSEUM.

Much of the work that board members do during meetings is related to guiding and directing the museum's mission. Part of that work requires working with management and making sure the museum has the resources to advance the mission.

6) GOVERNANCE IS AN IMPORTANT PART OF A BOARD MEMBER'S DUTIES.

Board members need to have insight regarding the trends in the community, in nonprofits, in museums, and in the field arts and culture. They need to monitor and communicate those trends to the members of management and membership. While keeping a pulse on trends, board members need to oversee the day-to-day operations and have foresight in planning programs and operations.

7) BOARD MEMBERS SERVE AS ADVOCATES FOR THE MUSEUM'S MISSION.

Spreading word about the museum helps it grow and flourish. Board members are the frontline people who publicly advocate for the museum's mission.

8) BOARD DEVELOPMENT IS AN ONGOING PROCESS FOR BOARD MEMBERS.

There is much to learn about serving on a board. Board members need to become acquainted with Robert's Rules of Order. Recruitment needs to be a continual process to ensure that the board's seats remain full and that new members have the full benefit of orientation and membership to provide for continuity.

9) BOARD MEMBERS SHOULD SERVE ON AT LEAST ONE COMMITTEE.

Much of the board's work is done in committees. There isn't time for the board to have lengthy discussions or get involved in researching issues in detail. Every board member should serve on a committee and help steer the committee towards the information that the board needs to make decisions and stay informed. Committees are structured with a chair, and a co-chair, and involve input from all committee members. Committees give recommendations and results to the full board and make themselves available to answer questions about their findings. Current committees include the Executive Committee (all officers), Finance, Governance, Advancement and Collections (the artifact and archival collection).

10) FUNDRAISING IS A DUTY OF EVERY BOARD MEMBER.

Board members are expected to become involved in some facet of raising funds for the museum. Board members typically know prospective donors and they should be willing to use their personal or professional networks to grow the museum financially. It's helpful for board members to learn how to tell stories that led to the success of the museum. A two-minute elevator speech goes a long way towards telling the museum's purpose. Board members should make every effort to support and attend the museum's largest fundraisers (the Strawberry Festival and the Maryland Champions Fall Gala) and encourage their friends to attend. At least annually, but preferably monthly, board members should make a personal financial contribution to the organization.

Board of Trustees Application



Candidate Name _____ Date: _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Current position & employer: _____

Brief bio (you can also attach a resume): _____

Please circle area(s) of expertise/interest you can contribute to further the mission of Sandy Spring Museum:

Fundraising	Marketing	Advocacy	Special Events	Finance
Strategic Planning	Evaluation	Technology	Community Outreach	
Legislative Contacts	Other _____			

Please list prior experience serving as a board member or volunteer for other non-profit organizations:

What other organizations are you involved with? (religious, social, professional, etc)

Why are you interested in serving as a Board member for Sandy Spring Museum?

Please share any other information you feel important for consideration of your application to serve as a board member of Sandy Spring Museum.
