

POSITION DESCRIPTION

Position title: Board Member at Large

Reports to: Board Chair

Role/Responsibility

The AAM Board sets policy and provides leadership for the organization in broad categories that include the mission, goals, priorities and general resource allocation for the organization. The Board establishes its own goals and rules of operation. The Board engages in self-evaluation on a regular basis.

The Board ensures that accountability is maintained for all resources. The Board is responsible for establishing organizational goals, developing a strategic direction for the organization, and monitoring the progress toward approved goals.

Each board member acts on behalf of the museum field at large and the members of the organization. Members of the Board have the responsibility to participate in forming policy to support the Board decisions and to act corporately.

General Duties of All Board Members

Board members have the following broad duties:

Fiduciary:

1. To finance their own participation as a Board member. (Except that a subsidy may be granted by the board chair when necessary to enable a board member to fully carry out board responsibilities.)
2. To attend at least three Board meetings per year, and to actively participate in every assigned aspect of the work of the board.
3. To serve the term of office to which the individual is elected.
4. To support the financial and program goals of the annual budget to assure the organization's financial stability.
5. To act in accordance with the Constitution and By-Laws, to abide by the guidelines as stated in the Board Member Code of Conduct and to achieve the organization's mission through prudent and ethical action.
6. To participate in the creation of the organizations strategic plan, as appropriate.

Advocacy and Support:

1. To provide information, ideas and suggestions from the field to the Board and communicate the activities and ideas of the Board to the field and to participate actively in the deliberations on the organization's agenda of issues relevant to the entire museum field.
2. To make a gift of at least \$1,000 or a personally significant amount to the Annual Fund each fiscal year.
3. To represent and promote the organization to the profession by maintaining a working knowledge of the organization's operations and services.
4. To represent the organization when attending regional, state, local and other museum meetings. Board members should be available periodically to attend meetings and conferences where organization representation is desirable.
5. To participate in and be knowledgeable about public policy issues on the organization's legislative and government affairs agenda and to participate in the organization's advocacy efforts, such as Museums Advocacy Day.
6. To act as a spokesperson to support and disseminate the organization's goals and objectives at the national, regional, state, and local levels.
7. To help seek candidates for the Board.
8. To serve on the Nominating Committee if elected by the Board, to act as a liaison to the Council meetings if requested by the Chair, and to serve on other Committees if requested by either the Board or Chair.

Recruiting Goals for Board Members

AAM Board service requires individuals with governance experience.

To assure the most effective Board, its diversity is of primary importance particularly in such areas as: race, gender, age, professional skills and experience and, in the case of a museum professional, institutional discipline and size of budget and staff. The Board should also broadly represent geographic regions of the United States, although board candidates from countries outside the United States may also be considered.

Personal Characteristics as indicators of leadership include, but are not limited to:

1. Ability to listen, analyze, and think clearly and creatively; work well with people individually and in a group; and evaluate oneself.

2. Willingness to develop new skills one does not already possess, such as to cultivate and solicit support; cultivate and recruit board members and other volunteers; read and understand financial statements; learn more about the substantive program areas of the organization.
3. Demonstrated honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; concern for the organization's development; and a sense of humor.

General Qualifications as indicators of leadership include, but are not limited to:

1. A commitment to museums demonstrated by prior service to a museum organization or the museum field, or by active participation in local, regional, state or national museum organizations and issues:
 - a. Governance experience demonstrated by prior service as a board member and/or officer in non-profit organizations;
 - b. Active engagement in public policy issues at the national, state, regional or local level;
 - c. The ability to work collegially and effectively in a group process;
 - d. Possesses the highest ethical standards and exhibits a professional manner that demonstrates those standards;
 - e. Must be an individual member of AAM in good standing and with voting privileges.
2. Additional qualifications to consider for potential candidates currently on staff at a museum:
 - a. Of highest priority in the selection of a museum staff member to serve on the Board are demonstrated leadership skills and experience as well as recognized leadership in the museum field;
 - b. Demonstrated knowledge and skills in the areas of museum management, political strategies and field-wide issues;
 - c. Prior service as a chair of a committee, Professional Network, or other task force of the organization;
 - d. Peer review work for MAP, and/ or Accreditation, or public and private funders particularly those providing general operating support.

3. Additional qualifications to consider for potential candidates who are community and/or non-profit leaders not currently employed in the museum field:
 - a. Demonstrated leadership skills; an understanding and appreciation for the role of museums in communities.
 - b. Prior governance and/or executive experience as a board member or trustee of a museum or other non-profit organization.

4. Additional qualifications to consider for potential candidates who are currently working as independent professionals/consultants:
 - a. Demonstrated long-term dedication to and experience working within the museum field.
 - b. Prior service as a senior member of a museum staff and skills in the areas of museum management, political strategies and field- wide issues.