



## Board Responsibilities

Role of the Board:  
Establish vision, policy, and resources.



*The mission of the Box Elder Museum of Art, History, and Nature is to collect, preserve, and interpret art and materials which tell stories of human experiences and of the land.*

*The museum is a place to engage with ideas, creativity, and heritage.*

- Inform others about the organization. Be an advocate for the museums! Like us on Facebook, encourage others to do the same. Provide a link to the community. Talk about us like you do your kids/grandkids.
- Make connections for the museum with social groups.
- Bring someone who doesn't live with you to each exhibition (4-6 per year, plus Natural History at least twice/year).
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Attend all board and committee meetings and select functions, such as special events.
- Serve on committees or task forces and offer to take on special assignments.
- Make a meaningful personal financial contribution to the organization yearly (suggested minimum of \$100).
- Assist in meaningful ways with fundraising, including making personal asks, writing letters, chairing events, etc.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field (the museum director will provide resources).
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.<sup>1</sup>
- Consider "big picture" issues.
- Enlist the aid of politicians and the general population in support of Museum goals.
- Debate and act on program priorities and policies.
- Offer expertise.

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<sup>1</sup> Any responsibilities related to fiscal or fiduciary matters apply only to the Foundation (nonprofit) board. For the museum in general those responsibilities are vested with the City.

## **Legal Responsibilities<sup>2</sup>**

A board member must meet certain standards of conduct according to well-established principles of nonprofit corporation law. Most of the basic responsibilities are covered within these standards.

### **Duty of Care**

The duty of care describes the level of competence that is expected of a board member. This duty is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

### **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions that impact the organization. This means that a board member should never use information obtained as a member for personal gain (or for the benefit of another organization), but must act in the best interests of the organization.

### **Duty of Obedience**

The duty of obedience asks that board members be faithful to the organization’s mission. They are not permitted to act in any way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

### **Other details to be aware of:**

- Board terms are 2 years, and board members may serve up to 3 consecutive terms.
- There are usually 6-7 board meetings per year, approximately every other month, on the 3<sup>rd</sup> Wednesday at 6pm.
- Other events board members should try to attend include receptions for exhibitions, lectures, and other special events.

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<sup>2</sup> Taken from *The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members* NCNB, 1997.