



Chad Roberts, Executive Director  
Lawshe Memorial Museum  
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## FOR IMMEDIATE RELEASE

### Trustees Needed for Growing Local History Organization

*November 25, 2011, South St. Paul, Minnesota* – The Dakota County Historical Society (DCHS) is accepting applications by members of the general public to serve on its Board of Trustees. DCHS is committed to preserving and presenting the entire history of Dakota County. In pursuit of this mission, the Society has partnered with donors, members, 240+ volunteers and more than 40 organizations to significantly increase its size and reach over the past six years. In 2011 the Society set a program record with 75 exhibits and public programs reaching 90,000 individuals. DCHS is seeking to add additional trustees with the passion, skills and resources to help this growing organization continue to achieve its goals and successfully execute its strategic plan. If you have a passion for history and want to be part of a successful and growing organization we want to hear from you.

In the past six years DCHS has completed a ten-year strategic plan, increased its operating budget 120%, opened and operate a successful and growing historic house museum as its second staffed site, increased public programming 500%, improved the physical plant at both museums, and has begun work on projects including a biography of the late governor Harold Stassen, engaging under-represented culture groups, and developing a new interpretive facility at the LeDuc Historic Estate.

A complete position description is included below. All trustees must have the capacity to clearly articulate the goals of DCHS and participate in the activities of DCHS. Applicants with experience participating in development (fundraising) activities or marketing (traditional, web-based, or mobile) will be given special consideration. The Dakota County Historical Society is committed to ensuring that its board of trustees appropriately represents the population of Dakota County. The board is therefore giving special consideration to applicants that help advance that goal by increasing age, ethnic, and professional diversity on the board of trustees. DCHS is an equal opportunity employer.



## Position Description – Board of Trustees

Dakota County Historical Society

November, 2011

### Summary

The Dakota County Historical Society (DCHS) pursues a mission of collecting, preserving, promoting and presenting the history of Dakota County. Trustees set policy, advocate for institutional goals, provide governance and raise funds for its operation. The Board is comprised of volunteers and is democratically organized. The opinions and expertise of every member is valued.

Trustees serve up to three, two-year terms beginning at the annual membership meeting. The Board has a minimum of nine members supplemented by representatives of affiliated chapters. The Board meets at 1:00 p.m. for approximately 2 hours on the first Thursday of January, March, May, July, September, and November, as well as at the Annual Meeting, typically held the last Saturday in January at 11:00 a.m. Most meetings are held at the Lawshe Memorial Museum in South St. Paul.

### Position Details

*DCHS Trustees are expected to:*

- Advocate on behalf of DCHS to government representatives, community organizations, media outlets and the general public
- Lend personal and professional expertise and experience to the organization
- Assist in the formulation and adoption of long-range plans; periodically review and revise plans as necessary; and establish short and long term goals for DCHS
- Engage fully in providing high-level governance, including review, revision and development of policies as well as the annual operating budget
- Attend Board and committee meetings, board workshops, as well as special events
- Participate actively in fund development
- Maintain a membership in DCHS and contribute an annual fund gift
- Nominate others who will bring strength and talent to the Board
- Follow code of ethics, conflict of interest and confidentiality policies
- Proactively become involved in special projects, examples may include:
  - Co-chairing or participating in special events (annual membership meeting, volunteer appreciation event, art sale preview party, Civil War weekend, etc.)
  - Representing DCHS at community events and meetings

### To Apply

Send completed application to Chad Roberts, Executive Director, **by December 20, 2011.**

E-Mail: [Chad.roberts@co.dakota.mn.us](mailto:Chad.roberts@co.dakota.mn.us)

Standard Mail: Lawshe Memorial Museum  
130 Third Avenue North  
South St. Paul, MN 55075

### Questions

Please call (651) 552-7548



<b>Name:</b>			
<b>Street Address:</b>			
<b>City, State Zip:</b>			
<b>Preferred Phone:</b>		<b>Alternate Phone:</b>	
<b>E-mail:</b>			

**Current/most recent employment experience**

<b>Employer</b>	<b>Position</b>

**Current/most recent volunteer experience (please include board/director experience)**

<b>Organization</b>	<b>Position/Duties</b>

**Please share any additional information you would like DCHS to consider**

As a DCHS Trustee, I understand that:

- DCHS is relying on me to be a proactive and entrepreneurial contributor to the organization’s success and growth
- It is my responsibility to contact the Board President if I cannot attend a meeting

I agree to accept the responsibilities for serving as a member of the DCHS Board of Trustees.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



Founded in 1939, the Dakota County Historical Society is committed to collecting, preserving, promoting and presenting the history of Dakota County. It pursues this mission both independently and through partnerships with a broad range of organizations including local history peer organizations, all levels of government, businesses of all sizes, and a diverse range of arts and cultural institutions that contribute to the quality of life in Dakota County. Key partners include Dakota County, the City of Hastings, Minnesota Historical Society, Minnesota Genealogical Society, First Minnesota Volunteer Regiment, Burnsville Performing Arts Center, five member chapters, and more than 30 other organizations.

The Society works very closely with Dakota County, providing services for Dakota County parks, libraries and planning departments. DCHS also provides curatorial services for the Dakota County Public Art Citizen Advisory Committee. The county provides an annual operating grant of approximately 40% of the DCHS budget.

Since 2005 the operating budget of the Society has more than doubled to approximately \$300,000 and Society staff and board are working hard to continue this growth. Full-time staff is comprised of an executive director, associate director/research librarian, and a site manager for the LeDuc Historic Estate. Part-time staff include: collections manager, four educators, office manager, interns, and a custodian. The Society operates two staffed sites (detailed below) and provides exhibits and programming at three Dakota County service centers, the Burnsville Performing Arts Center, county libraries, Dakota County Fair, and at other locations throughout the county.

DCHS serves more than 90,000 individuals annually through 75 public programs and exhibits.

#### **Lawshe Memorial Museum – South St. Paul**

Located across from South St. Paul's city hall, the museum is home to a 30,000-piece collection, 5,000 square feet of exhibit space, and a fully equipped research library used by thousands of researchers and genealogists every year. Exhibits explore Dakota Indian culture, small-town life in the 1900s, veterans, local industry, politics, and more. Lectures by noted researchers, and community exhibitions of folk and fine arts are regularly held at the museum. Open year-round, admission is always pay what you can.

#### **LeDuc Historic Estate – Hastings**

This 15-room Gothic Revival mansion was built during the Civil War for William and Mary LeDuc. Based on designs by renowned landscape architect Andrew Jackson Downing, the 4.5 acre estate comprises one of the earliest National Register sites in Minnesota.

Guided tours introduce visitors to the role of the family in achieving Minnesota statehood. William's service in the Civil War, African Americans in Minnesota during reconstruction, architecture, A.J. Downing, and the business ventures of William and his daughters.

Tour Season is May – October. The Estate is available for private events and group tours year-round.