



Position Description – Board of Directors

Dakota County Historical Society

July 2, 2010

Summary

The Dakota County Historical Society (DCHS) pursues a mission of collecting, preserving, promoting and presenting the history of Dakota County. Directors 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.

Directors 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 Directors 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 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

As a DCHS Board Member, 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 Directors.

Signature

Date