



## Board Member Job Description

Our organization will thrive if our board embraces a clear understanding of their roles and responsibilities.

- Understand and support the Museum's mission, vision, goals, services, policies, and programs.
- Understand and participate in the board's governing function, including making policy and controlling finances.
- Prepare for and attend board meetings, including annual meeting.
- Actively engage in discussions and decision-making processes, including participating in constructive and positive dialogue around organizational successes and challenges.
- Assist in establishing long- and short-term goals, objectives and priorities for CWCM in meeting the needs of the community.
- Give an annual financial contribution from personal or business resources and to respond appropriately when special campaigns are undertaken.
- Become a member of CWCM, if applicable to your situation, or serve as a volunteer in an ongoing capacity to be present in the museum regularly.
- Be or become, in some fashion, a fundraiser and assist in fundraising activities on behalf of CWCM by identifying potential donors, promoting events, and asking for gifts as appropriate.
- Encourage your place of employment to support CWCM fundraising efforts, if applicable.
- Actively promote and represent the Museum in the community in a positive and supportive manner during service as a board member and beyond.
- Suggest possible donors (individuals and businesses), nominees to the board, and other volunteers who can make significant contributions to the work of the board and the organization.
- Be aware of and abstain from any conflict of interest.
- Foster a positive working relationship with other Board Members and CWCM staff.
- Adhere to all legal and ethical standards of board service, including raising concerns about behavior that does not meet organizational standards.

As a board member, your role is both a privilege and a responsibility. By embracing these essential duties, you strengthen the organization, create meaningful impact, and contribute to positive change in your community.

### Additional Information:

- Board meetings are currently held on the third Wednesday of the month from 5:00-6:30pm in the CWCM party room. The day of the week may change based on the preferences of the majority of the board.
- The CWCM board is in the process of rebuilding a committee structure. Once that structure is in place again, board members will be expected to actively serve on at least one committee, including attending those meetings as scheduled.
- We ask all board members to consider serving as an officer or chairing a committee based on their skills and experience.



**Board Member Application**

Full Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Past & Present Volunteer Experience**

*Please share other boards, committees, or volunteer positions you have held, including organization, role or title, and dates of service. This could include things you have done within your job, in the community, in your place of worship, etc.*

What is your past experience with CWCM?

Why are you interested in serving CWCM? What motivates you about our work? What excites you about CWCM?

What do you see as 1-2 challenges and 1-2 opportunities for CWCM in the next few years?

**Skills & Expertise**

*Please indicate any of the following skills and expertise you will use to strengthen our board and help us deliver our mission.*

- Public relations & marketing
- Budgets & balance sheets
- Event planning
- Legal expertise
- Social media
- Fundraising
- Financial investment
- Public speaking
- Human resource expertise
- Grant writing
- Facilities or real estate management
- Accounting
- Strategic planning
- Web design
- Information technology
- Early childhood education
- Operations & administration
- Policy development

*Please share any other skills or expertise that you bring to the table that would be useful to our organization:*

**Meeting Days**

Our board meetings are held on the third Wednesday of the month from 5:00-6:30pm. We are considering changing the day of the week based on the preference of the majority of board members. Which of the following days of the week would work for you? (Please choose all that apply!)  Monday  Wednesday  Thursday

**References**

*Please identify at least two references we can speak with*

Name	Relationship	Best Phone / Email To Contact

**Resume**

*Please attach your most recent resume or include a summary of your professional experience below.*

I assert that the information provided on this application is accurate to the best of my knowledge. I have reviewed the job description and understand the expectations of board service for CWCM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_