

I. Mission

The mission of the Society shall be to promote the study, understanding and appreciation of the people and the history of Mount Desert Island.

II. Responsibilities of Directors

The responsibilities of the Society's Directors shall be as follows:

1. Assure that the Society's mission continues to be pursued and lies at the heart of all work undertaken.
2. Conduct the business affairs of the Society, including exercising or delegating as appropriate all corporate powers.
3. Set goals and objectives for the activities of the Society, as well as insure methods for carrying them out.
4. Participate in Board meetings.
5. Insure the financial solvency of the Society by developing appropriate policies and controls.
6. Uphold professional and ethical standards for the Society, the Museum and its employees.
7. Be active on one, or more, of the Society's committees.
8. Attend Society events, as often as possible, to demonstrate support.
9. Actively promote the Society.
10. Be a paid member of the Society.
11. Participate in some aspect of Society fund-raising activities.

III. Board Committees

The Society shall have the following standing committees with the roles and membership described or with the roles that are traditional for such committees if the role is not described. Other committees may be established by the Board as needed.

1. Executive Committee. The Executive Committee shall be composed of the officers of the corporation, including the President, Vice-President(s), Secretary and/or Clerk and Treasurer and up to two other directors approved by the Board. The Executive Committee shall perform the personnel functions of the Board and shall act between meetings of the Board, subject to ratification, on behalf of and with the authority of the Board.

2. Nominating Committee. The Nominating Committee shall prepare a slate of directors to be presented at the annual meeting of members. The committee shall consist of not less than three (3) members of the Society appointed by the President. It may include up to two (2) non-Board members.

3. Finance and Development Committee. The Finance Committee shall be responsible for all fiscal matters and fundraising of the Society. The Finance Committee shall be composed of a chair who is a member of the Board of Directors, the Treasurer, the Chairman of the Development Committee and such other members as the Board shall appoint. The chair of the Finance Committee shall be a member of the Executive Committee.

4. Building and Gardens Committee.

5. Membership Committee.

6. Volunteer Committee.

7. Programs Committee.

IV. Professional Staff

The Board of Directors shall employ an Executive Director to undertake the day-to-day operations of the Society in order to accomplish its objectives. The Executive Director shall have active management of the business of the Corporation, operating and conducting the affairs of the Society under the supervision of the President and according to the orders and resolutions of the Board of Directors. The Executive Director shall serve at the pleasure of the Board. The Executive Director may employ additional staff members as agreed to and approved by the Board.

V. Management of Finances

The finances of the Society shall be managed in a prudent manner. The Treasurer, or his or her designee, shall provide the Board with financial reports every quarter, or more frequently as requested by the President.

The President, Treasurer and Executive Director shall be authorized signers for all bank accounts; additional signers may be designated by the Board.

Any check of \$500 or greater value shall be co-signed by two of the three authorized signers. All expenditures shall be documented with receipts showing the recipient, date and purpose for which the funds were spent.

VII. Amendment

These policies can be amended by vote of two-thirds of the Board of Directors at a meeting properly called.