

Mount Desert Island Historical Society
Responsibilities and Expectations of Board Members

The Board of Directors has ultimate responsibility for the property, policies and business of the Society and for ensuring that the Society's mission is central to all its work. Board members are expected to actively participate in Society activities, bringing to bear their unique experience, knowledge and expertise.

In carrying out its responsibilities, the Board sets the goals and objectives for the Society and delegates primary management of the day-to-day operations to the Executive Director. With a shared vision and clear understanding of the respective roles of each, the Board and the Executive Director work together to advance the Society's mission. The Board oversees this process while actively engaging with the Executive Director in Society activities to ensure the goals are met and policies implemented according to mutually agreed criteria.

Specific Areas of Board Responsibility:

- **Compliance.** Uphold its fiduciary duties of care, loyalty and obedience; ensure that the Society is at all times in legal and ethical compliance and maintaining professional standards
- **Policy.** Set strategic direction through adoption and implementation of a strategic plan; develop and adopt other policies
- **Finance.** Develop, implement and monitor financial policies, practices and controls to ensure solvency; engage with the Executive Director in fundraising planning and activities
- **Leadership.** Develop criteria for and select the leadership of the Society; develop succession plans
- **Oversight.** Evaluate the performance of the Executive Director, evaluate the effectiveness of the Board and ensure the accountability of each
- **Outreach.** Serve as ambassadors to the community for the Society and its mission

In addition to undertaking the collective work of the Board, each member engages individually in the following ways:

Specific Expectations of Individual Board Members:

- **Meetings.** Attend all Board meetings (the second Wednesday of each month except March), including the annual meeting (summer), and the Board retreat (fall)
- **Committees.** Serve actively on at least one committee and assist with programs, exhibits and special events as needed
- **Giving.** Make the Society one of the highest priorities for charitable giving and investment of volunteer time—suggested annual gift of \$1,000, either made directly, through solicited donations and new memberships, as a combination of cash and volunteer time, or “in kind,” e.g., building repair and maintenance, gardens work
- **Participation.** Help with fundraising efforts by identifying and promoting prospective resources and donors
- **Support.** Serve as a supportive member of the Society by attending as many functions as possible and encouraging the participation of others