

[Click **here** and type the Museum's name]

Board Contract

I, [Click **here** and type the Director's name], as director/executive director/CEO/president of the [Click **here** and type the Museum's name], agree to provide each member of the board with

- An introduction to key staff members and other board members
- An orientation to the institution, its mission, collection, organizational structure and culture
- Ongoing education in the form of retreats and other board development opportunities
- Relevant and current information about the operations of the institution
- Access to information about the museum profession and the areas of the collection
- Regular reports of income and expenses that provide useful analysis of relevant financial data
- A list of expectations for board members and an opportunity to clarify any that may be unclear
- Notice of all meetings at least [Click **here** and type a number] days/weeks in advance with agendas and necessary support materials
- Minutes of all board meetings within [Click **here** and type a number] days/weeks of meetings
- Insurance providing indemnification from liability for reasonable and necessary actions of the board to the extent outlined in the bylaws

I, [Click **here** and type the Board Member's name], agree to serve [Click **here** and type the Museum's name] (hereinafter called the museum) to the best of my ability. I understand that I am legally responsible to carry out my responsibilities according to the following standards

- **The Duty of Obedience** is a standard of trust which states that a board member will be faithful to the museum's mission and fulfill the public trust by acting in ways that are consistent with the museum's mission
- **The Duty of Care** is a standard of competence which is described as "the care that an ordinarily prudent person would exercise in a similar position under similar circumstances"
- **The Duty of Loyalty** is a standard of faithfulness which dictates that a board member will give undivided allegiance to the museum when making decisions that affect it, never using inside information for personal gain

To be a good steward, I will:

- Subscribe to the museum's mission statement and strategic goals, exercising fair, independent judgment and due care in all decision making
- Subscribe to the museum's code of ethics, disclosing any potential conflicts of interest and putting the good of the institution before personal interests or financial gain
- Learn about and remain informed of the museum's collections, operations, policies, programs and finances
- Keep current on local, regional, national and international developments in the museum's field
- Attend board meetings and committee meetings with no more than [Click **here** and type a number] absences per year. Review agenda and supporting materials prior to meetings
- Serve on at least one committee and take on special assignments as needed, sharing my expertise with staff and fellow trustees or identifying others who can help
- Offer the museum the first opportunity to acquire objects that I may be considering for my personal collection

To provide financial support, I will:

- Join the museum and pay regular membership dues, increasing my level of membership whenever possible
- Encourage friends and business associates to join the museum, helping to identify [Click **here** and type a number] new members per year
- Include the museum among my highest philanthropic priorities and contribute to its financial well being with a substantial annual contribution. To eliminate frequent requests for support throughout the year, I pledge to give at least \$ _____ monthly/quarterly/annually (circle one). I reserve the right to modify this commitment in the event of unforeseen circumstances.
- Seek financial support from others by engaging in solicitation to individuals and groups in my circle of acquaintances. I will aim to raise \$ [Click **here** and type a number] annually.
- Support the following fundraisers by planning, attending and/or volunteering
 - ☐ [Click **here** and type a Fundraiser name]
 - ☐ [Click **here** and type a Fundraiser name]
 - ☐ [Click **here** and type a Fundraiser name]
 - ☐ [Click **here** and type a Fundraiser name]

To provide leadership, I will:

- Serve as a spokesperson and ambassador to the community on behalf of the museum
- Attend exhibitions and programs in order to have a visible role and experience the museum from the perspective of its visitors
- Identify opportunities for the museum to increase its visibility, locally, regionally and nationally
- Maintain confidentiality on issues discussed at board and committee meetings
- Contribute specialized knowledge in my areas of expertise/interest when called upon by staff or fellow trustees
- Initiate contacts with other needed sources of outside expertise
- Understand the distinct but complementary roles of board and staff, respecting the expertise and authority of the director

This contract shall be renewable at the end of the [Click **here** and type a year] fiscal year term.

Signed: _____
Board Member Director

Dated: _____

Mission Statement:
[Click **here**, then run the Mission macro by pressing Ctrl+Shift+m]