**Some expectations of Mead Area Historical Society Board Members**

There are five core responsibilities of being a board member in our society:

1. Attend our monthly meetings and sit on at least one committee. If you miss more than three scheduled board or committee meetings in a year, at the board’s discretion, you may be removed from the board.
2. Ensure that we are following our mission
   1. Our mission statement is why we are a non-profit 501 (c)3 charity. If we deviate from it in the wrong ways, we can lose our tax status. A couple examples might be:
      1. We become aware of a large $50,000 grant available that can only be used to talk about arts in the Mead area. We want to apply for it, but first we have to check and see if there is a way to tell the story of art in our Mead area history or if we can’t, we need to forget about that grant.
      2. We want to sell t-shirts with the message of, “Remember Mead’s History,” on the front of them. That alone is not enough. Unless we are using the money to teach others about our history, we may be in violation. We are just someone selling t-shirts, and the IRS can audit and charge us for tax fraud – operating a T-shirt business in the guise of a non-profit.
3. Help set policy to make sure that we are following our mission.
   1. Policy is how we fulfill our mission – all aspects of it. It can cover such things as finances, board operations, and more.
      1. One example of policy is a comprehensive marketing plan
      2. Another might be how we accept donations, that a signed form is required by people donating items, or how money is donated; can we do it through PayPal, Venmo, or other online options, or cash or check only?
4. Ensure our financial health
   1. Annual Budgets are important.
   2. It is the responsibility of the board to keep an eye on the finances, but it is also important to understand that while we set the budget, it is the job of the President/Executive Director to carry it out within the guidelines of policy and our mission statement. She/He reports at every meeting how we are doing, but we don’t get to tell her/him how to run day-today operations. The treasurer, as outlined in the bylaws, is responsible for the financial reports.
5. Fundraising
   1. Our board is the center of all fundraising efforts
      1. We are asking people to donate so we also have a duty to donate. No exceptions.
      2. For board members, this means giving a gift that is “significant to you.” In other words, say each year you give financially to three different charities. Then one of your largest financial gifts of the year should be to us. If giving a smaller monthly amount is easier than one large amount, that is fine as well.
      3. An alternative is a “give it or get it” option. This means that if you do not have the resources to give yourself, you are obligated to raise it from others.
      4. The above options are not an either/or. If possible, you should be doing both.

There are other responsibilities as outlined in our Constitution and Bylaws, but these are at the core of what we need to do to be viable, now and in the years to come.