



BOARD OF TRUSTEE APPLICATION

Part I – Personal Information

Name: _____ DOB: ____/____/____

Home address: _____

Telephone: **Home** (____) _____ **Personal Cell** (____) _____

Home Email: _____

Employer Name: _____

Your Title: _____

Work Address: _____

Work Email: _____

Telephone: **Work** (____) _____ **Work Cell** (____) _____

Please check the appropriate boxes to let you know where you prefer to receive correspondence:

Phone: Home Personal Cell Work Work Cell **Email:** Home Work **Mail:** Home Work

Part II – Expertise

Special Skills/Area of Expertise: *Please check all special skills or areas of expertise you would contribute to the Erie Canal Museum.*

- | | |
|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> History |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Insurance (Liability and/or Health) |
| <input type="checkbox"/> Community Planning | <input type="checkbox"/> Legal (nonprofit specific) |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Education/Academia | <input type="checkbox"/> Media |
| <input type="checkbox"/> Employee Benefits | <input type="checkbox"/> Museums |
| <input type="checkbox"/> Entrepreneurism | <input type="checkbox"/> Nonprofit Management |
| <input type="checkbox"/> Events | <input type="checkbox"/> Nonprofit Governance |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Philanthropy |
| <input type="checkbox"/> Financial Investments | <input type="checkbox"/> Research |
| <input type="checkbox"/> Finances (nonprofit specific) | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Fund Development | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Government Relations | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Graphic Design | |

Board Expertise: Please indicate any boards on which you currently serve or have previously, as well as any officer positions you've held.

Organization Name	Time Period	Officer
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Organizational Expertise: Please indicate any other charitable or community activities in which you have been/or are presently involved.

Memberships and Associations: Please indicate any professional or social memberships you hold or associations in which you are involved, including whether they are current affiliations or past.

_____	<input type="checkbox"/> Current	<input type="checkbox"/> Past
_____	<input type="checkbox"/> Current	<input type="checkbox"/> Past
_____	<input type="checkbox"/> Current	<input type="checkbox"/> Past
_____	<input type="checkbox"/> Current	<input type="checkbox"/> Past

Part III – Erie Canal Museum Board Information

Prospective Date Joining the Erie Canal Museum's Board: _____
(Month) (Year)

What is it about the Erie Canal Museum that interests you in becoming a board member?

How do you feel you can best contribute time and effort to help the Erie Canal Museum achieve its mission?

Committees: *Each board member is asked to participate in at least one Committee. Please rate your preference from 1 (highest) to 5 (lowest).*

Rating	Committee	Responsibility
	Audit & Finance	There shall be an Audit & Finance Committee which shall recommend policy and be responsible for the supervision and direction of the care and custody of all assets of the Museum. The Audit & Finance Committee shall: (i) advise the Executive Director in the preparation of the budget for the calendar year which shall be presented annually to the Board of Trustees for adoption; (ii) review monthly financial reports to ensure accurate tracking, monitoring and accountability of funds; (iii) develop policies, processes and reporting procedures that promote the financial well-being, sound financial budgeting, management and the safeguarding of assets, and regulatory/contractual compliance of the corporation for recommendation to and approval by the board of trustees; (iv) review with the Executive Director and the independent public accountants then serving the Museum audit policies, the proposed annual audit report to be submitted to the Board and changes to the investment policy and strategy; (v) educates the board as to their fiduciary role and responsibilities; and (vi) assures that appropriate and sufficient insurance coverage is secured. The Treasurer shall not serve as Chair of the Audit & Finance Committee.
	Board Development	There shall be a Board Development Committee which shall recommend to the Board persons to fill vacancies as soon as practicable after they may occur. The Board Development Committee shall prepare priorities for Board composition in consultation with Museum staff. The President shall not serve on the Board Development Committee. The Board Development Committee shall: (i) regularly review and propose to the board for revision of board and officer job descriptions, expectations and ethical standards; (ii) identify, recruit and nominate trustees, officers and directors for board consideration; (iii) develop succession plans for officer positions; (iv) design and implement new trustee orientation; (v) coordinate ongoing development and training for trustees and officers; and (vi) share nominations for officers and new trustees with all members of the Board at least fifteen (15) days prior to the Annual Meeting of the Board, or the regular meeting where nominations will be confirmed.
	Collections & Facilities	The Collections & Facilities Committee is responsible for the stewardship of the Syracuse Weighlock Building with respect to its National Register status, State Historic Preservation Office oversight, and all applicable preservation covenants. It is also responsible for oversight of the care of the permanent collections of the Museum, as well as the exhibitions program, including any materials temporarily on loan. This committee may include members who are not trustees of the Board. The Collections & Facilities Committee shall: (i) ensure that the Museum adheres to the Collections Management Policy and all American Alliance of Museums (AAM) standards, and annually review AAM standards for collections care; (ii) ensure that the Museum has adequate resources for the proper stewardship of collections; (iii) review curatorial recommendations for acquisitions, purchases and de-accessions; (iv) review the annual exhibition plan and offer recommendations and support as needed; (v) in partnership with the Curator of Collections & Exhibitions, suggest uses for the monies in the Curatorial Maintenance Fund to the Audit & Finance Committee; (vi) recommend policies for the maintenance, repair, and occupancy of the physical facilities and grounds of the Museum; (vii) make certain the Museum allocates its space and uses its facilities to meet the needs of the collections, audience, and staff and ensure the safety and security of people, collections, and facilities through appropriate measures; (viii) maintain a relationship with the County of Onondaga Department of

		Facilities Management; and (ix) act as advisors to the Curator of Collections & Exhibitions.
	Fund Development	The Fund Development Committee shall support the financial goals of the Museum through organized fundraising, grant writing, and membership efforts. This Committee may include appointees who are not members of the Board. The Fund Development Committee shall: (i) advise, assist, and partner with the Director and the Board on revenue-generating plans; (ii) establish the fundraising policies of the Museum in conjunction with the Director;(iv) develop, integrate, and evaluate a Fund Development Plan to ensure adequate revenue to support all phases of the Museum’s operations, current and future; (v) ensure consistency of operational budget with fund development plans and activities; and (vi) provide support for staff in all fund development activities, including fund raising events and campaigns.
	Program & Outreach	The Program & Outreach Committee shall support the educational and outreach efforts of the Museum through community events, educational offerings and membership development. This Committee may include appointees who are not members of the Board. The Program & Outreach Committee shall: (i) assist Staff in developing an Audience Development Plan including an annual program plan and annual marketing plan; (ii) evaluate museum audiences and identify potential markets for audience growth, and design creative ways to develop audiences through consultation with outside stakeholders; (iii) evaluate the Museum membership program and ensure benefits are being offered; (iv) monitor the visitor experience; (v) be responsible for making sure the Museum website and social media are properly used and recommend improvements; (vi) develop and maintain relationships with arts, cultural, and community organizations; and (vii) evaluate the Museum volunteer program.

The board meets monthly typically on the fourth Wednesday at 4PM. See the attached calendar of meetings for the exact dates for this year.

Could you regularly attend board meetings in person or virtually? Yes No

How often do you believe you could participate in board meetings?

How often do you believe you will be able to physically participate in board meetings?

Comments: _____

I have read the materials accompanying this application (Bylaws, Trustee Job Description, and 2020-2022 Strategic Plan). I am ready, willing, and able to assume the responsibilities of membership of the Board of Trustees for the Erie Canal Museum.

Signature: _____ Date: _____

Part IV – Submittal Information

After completing this form, please attach the following items:

I enclosed my biographical sheet and/or resume

I enclosed one or more photograph (preferably a color head shot)

I understand that photographs I provide may be used in the announcement of my board appointment, as well as on websites and on social media (this will help to highlight your service to the Erie Canal Museum)

Mail to: Erie Canal Museum

Attn: Board Development Committee

318 Erie Blvd E

Syracuse, NY 13202

Fax to: (315) 471-7220

Email to: office@eriecanalmuseum.org with the subject *Board of Trustees Application*