



TRUSTEE JOB DESCRIPTION

SUMMARY: The Erie Canal Museum is an American Alliance of Museums accredited institution and chartered by the New York State Education Department. As a member of the Board of Trustees, you assume responsibility for ensuring that the Museum fulfills its mission: *Showcasing the only remaining weighlock building in the United States, the Erie Canal Museum collects and preserves Canal material, and provides engaging educational experiences that champion an appreciation and understanding of the Erie Canal's transforming effects on the past, present and future.*

Specifically, Board Members are expected to do the following:

- Support and uphold the mission, values, and goals of the Erie Canal Museum.
- Actively participate in defining and implementing the organizations strategic vision and plans for the future.
- Contribute approximately three to six hours of work per month.
- Prepare for and attend monthly board meetings.
- Actively participate in at least one Board committee.
- Support and become familiar with our activities and programs.
- Be a confident ambassador for the Museum.
- Support fundraising efforts.
- Make a financial gift of personal significance.
- Be familiar with the organization's bylaws, personnel policies, and other key policies guiding governance and operational practices.
- Understand and respect Board-Staff boundaries.
- Participate in the annual evaluation of the Executive Director.
- Assist in identifying prospective board members.

In general, Board Members are expected to fulfill their legal and fiduciary responsibilities by completing the following:

SERVICE:

- To prepare for, and attend in their entirety, Board meetings.
- To serve in leadership positions and Committee assignments willingly and enthusiastically when asked.
- To apply obedience to the institutional by-laws, a duty of care, and loyalty to the organization.

POLICY AND PLANNING:

- To participate in the development and establishment of policies through which the work of the organization is accomplished.
- To suggest policy-related agenda items for meetings and ask timely and substantive questions, while supporting the majority decision on matters decided by the Board.
- To help ensure effective organizational planning by reviewing, critiquing, and approving annual budgets and workplans, as well as long-range plans.
- To identify changing consumer, constituency, and stakeholder interest and build stakeholder investment.

FINANCES:

- To ensure the organization's long-term financial stability and integrity.
- To adopt an annual budget that is fiscally responsible.
- To ensure that periodic audits of the organization's finances are conducted and otherwise assist the Board to fulfill its fiduciary responsibility.

DEVELOPMENT:

- To make every effort to ensure that the organization has the resources to meet current and long-term financial solvency.
- To make a financial gift to the organization that is personally significant.
- To understand and support the organization's fund development efforts, even if you are not expected to ask for funds yourself.
- To use every opportunity to strengthen the reputation of the Museum in the community and with its members/constituents.

INTEGRITY:

- To maintain independence and objectivity, and serve with a sense of ethics and personal integrity.
- To fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest; or information of fact that would have significance in Board decision-making.
- To exercise the powers invested for the good of all constituents of the Museum, rather than for personal benefit.
- To respect the confidentiality of sensitive information acquired during Board service.
- To respect the diversity of opinions as expressed or acted upon by the Board, its committees and membership, and formally register dissent as appropriate.
- To promote collaboration, cooperation, and partnership among the Board, staff, and members.

SELF-ASSESSMENT:

- To participate in the Board periodic assessment of its own performance and recommend improvement in such areas as composition, organization, tenure, retention, and responsibilities.