



## **BLUE EARTH COUNTY HISTORICAL SOCIETY BOARD OF TRUSTEES APPLICATION 2019**

**The Blue Earth County Historical Society is now accepting applications for the Society's Board of Trustees. Applications are due January 31, 2019.**

### **HISTORICAL SOCIETY'S MISSION**

To lead in the collecting and promoting of Blue Earth County's history to ensure its preservation for the enrichment and benefit of present and future generations.

### **BECHS BOARD OF TRUSTEES**

The Blue Earth County Historical Society is governed by a 12 to 20 member board. The BECHS Nominations Committee is currently seeking 3 to 6 candidates to fill vacant seats on the Board to begin in March 2019. Monthly Board meetings are held the 4<sup>th</sup> Monday of each month at 5:30 p.m.

### **APPLICATION INFORMATION**

Applications are now being accepted for the Blue Earth County Historical Society 2019 Board of Trustees. The Board is seeking individuals strong in fundraising and development, facility development, and non-profit management. Previous non-profit organization or board experience is preferred, but not required. The Historical Society will continue to make some major changes in the next few years may include expansion of services and facility. This is an exciting time for the Historical Society but, there is much work ahead to achieve our goals.

In addition, the Board is seeking candidates in greater Blue Earth County, in particular representatives from the areas around Amboy, Vernon Center, Lake Crystal, Garden City, Cambria, Madison Lake, Eagle Lake or St. Clair.

The following packet contains the application to be completed and additional support materials about the Historical Society and Board of Trustees. **Applications are due by January 31, 2019** and positions will begin in March 2019.

If you have any questions, please contact BECHS Executive Director Jessica Potter at 507-345-5566 or email at [Director@BlueEarthCountyHistory.com](mailto:Director@BlueEarthCountyHistory.com). Thank you for your interest in the Blue Earth County Historical Society.



## BLUE EARTH COUNTY HISTORICAL SOCIETY BOARD OF TRUSTEES APPLICATION 2019

<b>Name</b>			
<b>Address</b>			
<b>Preferred Phone</b>		<b>Alternate Phone</b>	
<b>Email</b>			

**Current/most recent employment experience**

<b>Employer</b>	<b>Position</b>

**Please answer the following questions**

Describe your past and present civic leadership and/or volunteer involvement.

What motivates you to want to serve on the Blue Earth County Historical Society Board of Trustees?

How much time can you give to us?

What motivates you as a volunteer?

What skills or contributions will you bring to the Board of Trustees?

What best describes your areas of expertise or skills? (please mark all that apply)

- |   |   |                                       |  |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Business Analysis  | <input type="checkbox"/> Facilities   | <input type="checkbox"/> Fundraising     |
| <input type="checkbox"/> Human Resources    | <input type="checkbox"/> Legal              | <input type="checkbox"/> PR/Marketing | <input type="checkbox"/> Nonprofit Mgmt. |
| <input type="checkbox"/> Event Management   | <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Technology   |  |

What expectations do you have from the management of organizations on whose boards you serve?

As you think about the three primary board roles - ambassador, advocate, and asker - in which role(s) do you think you will want to be most active?

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return the form to the Blue Earth County Historical Society, Attn: Jessica Potter, 424 Warren Street, Mankato, MN 56001 or e-mail [Director@BlueEarthCountyHistory.com](mailto:Director@BlueEarthCountyHistory.com).*

## Blue Earth County Historical Society Position Description

**TITLE:** Members, Board of Trustees

**REPORTS TO:** Board President

**RESPONSIBLE TO:** Each fellow Trustees Member and the BECHS Membership

**ROLE:** To serve as a voting member of the Board of Trustees for the Blue Earth County Historical Society, developing policies, procedures and regulations, monitoring financial performance and the organization's programs and services.

**TERM:** 3 years, beginning March 2019 and ending March 2022.  
There is a term limit of three consecutive terms.

### **TIME EXPECTATIONS:**

- Attend regularly scheduled monthly meetings of the Board of Trustees; missing three regular Board meetings without advance notice could result in dismissal.
- Participate actively in one or more committees of the Board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities
- Attend, support and participate in special organization events.

### **OBLIGATIONS:**

- Fully understand and support the mission of the organization.
- Actively set policy and ensure that the organization has adequate resources to carry out its mission
- Hire, supervise and evaluate the Executive Director.
- Make annual personal [and/or professional] financial commitment.
- Monitor the organizations' financial performance and legal responsibilities.
- Develop and monitor short and long-range planning and goals.
- Represent the organization to the public and private sector; serve as an advocate for the organization.
- Bring personal and/or professional expertise and that of others to support the mission of the organization.
- Be a BECHS Member in good standing.
- Abide by the Duties of Care, Honesty and Loyalty.
  - Duty of Care: Board members are fully informed and prepared to act effectively.
  - Duty of Loyalty: Board members must put the interests of the organization first, above personal or professional interests.
  - Duty of Honesty: Board members must act in accordance with the organization's stated mission and applicable policies.