

AMERICAN ASSOCIATION OF MUSEUMS
POSITION DESCRIPTION

Revised July, 2008

Position Title: **Board Member at Large**

Reports to: Board Chair

ROLE/RESPONSIBILITY

The AAM Board sets policy and provides leadership for the Association in broad categories which include the mission, goals, priorities and general resource allocation for the Association. The Board establishes its own goals and rules of operation. The Board engages in self-evaluation on a regular basis.

The Board ensures that accountability is maintained for all resources. The Board is responsible for establishing organizational goals, developing a strategic direction for the Association, and monitoring the progress toward approved goals.

Each board member acts on behalf of the museum field at large and the members of the Association. Members of the Board have the responsibility to participate in forming policy to support the Board decisions and to act corporately.

General Duties of All Board Members

Board members have the following broad duties:

1. To finance their own participation as a Board member.
2. To serve a term of office that is usually three years.
3. To always act in accordance with the Constitution and By-Laws, to abide by the guidelines as stated in the Board Member Code of Conduct and to achieve the Association's mission through prudent and ethical action.
4. To provide leadership to clarify and sustain the mission of the Association.
5. To provide information, ideas and suggestions from the field to the Board and communicate the activities and ideas of the Board to the field.
6. To participate actively in the deliberations on the Association's agenda of issues relevant to the entire museum field.

7. To represent and promote the Association to the profession by maintaining a working knowledge of the Association's operations and services.
8. To represent the Association by identification as an Association Board member and act as spokesperson for the work of the Association when attending regional, state, local and other museum meetings. Attend meetings and conferences where Association representation is desirable.
9. Commit to making a gift of \$1,000 or a personally significant gift each fiscal year to the Annual Fund.
10. To participate in and be knowledgeable about public policy issues on the Association's legislative and government affairs agenda. Participate in the Association's Museum Advocacy Team.
11. To attend three Board meetings per year and actively participate in the decision-making process.
12. To approve and support the financial and program goals of the annual budget to assure the Association's financial stability.
13. To participate in establishing strategic plans and act as a spokesperson to support and disseminate the plan's goals and objectives at the national, regional, state, and local levels.
14. To actively seek candidates for the Board who have demonstrated leadership skills, a commitment to the museum field and to the Association, and who bring diversity of all types to the table.
15. To serve on the Nominating Committee if elected by the Board, to act as a liaison to the Council meetings if requested by the Chair and to serve on other Committees if requested by either the Board or Chair.

Recruiting Goals for Board Members

1. The AAM Board service requires individuals with governance experience and is not a training ground for those seeking experience in non-profit governance.
2. To assure the most effective Board, of primary importance is the diversity among Board members in areas such as: race, gender and age; professional and institutional disciplines and size of institutional budget and staff; political viewpoints; geography; and different philosophies about museums.
3. Of highest priority in the selection of candidates for the board is demonstrated leadership skills and experience as well as recognized leadership in the museum field.

Qualifications

Indicators of leadership include, but are not limited to:

1. Demonstrated senior knowledge and skills in the areas of museum management, political strategies and field-wide issues;
2. A leadership commitment demonstrated by prior service to a museum association or the museum field by active participation in local, regional, state or national museum organizations and issues;
3. Governance experience demonstrated by prior service as a board member and/or officer in non-profit organizations;
4. Prior service as a chair of a committee, Standing Professional Committee or other task force of the AAM;
5. Extensive peer review work for MAP, or Accreditation, or public and private funders particularly those providing general operations support;
6. Active engagement in public policy issues at the national, state, regional or local level;
7. The ability to work collegially and effectively in a group process;

8. Possesses the highest ethical standards and exhibits a professional behavior that demonstrates those standards;
9. Must be an individual member of AAM in good standing and with voting privileges.

Approved by the AAM Board of Directors, April 23, 1994

Amended and Approved by the AAM Board of Directors, November 14, 2003

Amended and Approved by the AAM Board of Directors, July 25, 2008