

# WCHS Board Member

## JOB DESCRIPTION

### EXPECTATIONS OF THE BOARD

Whitman County Historical Society is Organized in 1972, the Whitman County Historical Society strives to preserve the history and cultural heritage of our region. To do this the society has developed programs designed to meet a variety of interests in the area. The society owns two museums, three historic buildings, publishes a newsletter and a historical journal, and maintains a growing archival collection. In addition, the Historical Society has a number of on-going projects and fiscal sponsorships.

**Mission:** To discover, collect, preserve, and disseminate knowledge about the history of Whitman County, not only to the residents of the County but also as it relates to its neighbors and the State of Washington.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the WCHS.
- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the Organization
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the Organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve our mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings once a month
- participate fully in one or more committees

### **EXPECTATIONS OF THE PRESIDENT**

- Create the agenda for each board meeting
- Lead executive board meetings as needed – President, Vice-President, Treasurer and Secretary
- Work directly with the Director
- Lead the monthly board meetings
- Attend events as needed to represent the Organization
- Participate on a committee

### **EXPECTATIONS OF THE VICE-PRESIDENT**

- Assist or cover for the President if they are unavailable.
- Work directly with the Director
- Attend events as needed to represent the Organization
- Participate on a committee

### **EXPECTATIONS OF THE TREASURER**

- The Director will mail copies of donations each week to be entered into QuickBooks.
- Balance Checking & Savings accounts: US BANK – Account info.
- Check Edward Jones Accounts: Savings & Endowment
- Pay Bills: Online bill pay through US Bank  
Limited bills paid through mail
- Board Reports – Monthly report to board showing account balances, income, and disbursements.
- October: Annual Financial Report to Board and General Membership
- November: Annual Budget – approve by Board
- December: USPS – Bulk mailing permit renewal – payment due  
USPS – PO Box Rental due
- January:  
Filing with WA Secretary of State – Maintain 501 c3 status – will receive card in mail to notify and provide instructions – Deadline March 31.  
Filing with Department of Revenue – Annual renewal of tax free status of facilities – will receive card in mail to provide instructions.
- June: Insurance/Liability – premium due

Name/Responsibility Changes On Following Accounts:

US Bank: Checking / Savings / Perkins House Checking

Edward Jones Accounts : Savings / Trust – Notice only

US Post office: Box Account / Mailing Permit Info.

WA Secretary of State: 501c3 / Non- Profit contact

Insurance: Notices and Updates

## EXPECTATIONS OF THE SECRETARY

- take the minutes of the Board Meetings and Annual meeting- email minutes to the Director each month
- Work directly with the Director
- maintain a digital record of all minutes
- maintain a current roster of the Board Members
- maintain list of board positions and the holders of those positions