



Museum & Archives of
Rockingham County

Board of Directors Agreement

Purpose:

The purpose of the Museum & Archives of Rockingham County's (MARC) Board of Directors' Agreement is to reaffirm our commitments and responsibilities to the Board of Directors and clearly define the expectations and responsibilities of each Board Member. There may be additional responsibilities for the various Board Officer roles which will be conveyed by the Board President. This document will form part of a comprehensive orientation pack for new starters. The aim of which will be to continue a positive, supportive and collaborative leadership environment where we all work together for the betterment of the MARC.

Statement:

Election to the Board of Directors carries with it a responsibility of stewardship. Members are the custodians of MARC: They hold "in trust" the mission and the nonprofit's reputation. Current members accept the obligation to not only preserve, but to also add to the enterprise.

The work of Members begins with fiduciary expectations of duty (due diligence on financials), care (executing decision by the standard of a "prudent" person), and obedience (to laws and bylaws). Beyond these duties, the work of directors focuses exclusively on policies and strategies that are future-focused, and not on daily operations, which are delegated to the staff of MARC. Members are called upon to contribute their time, thought, and energy, as well as financial resources, to support the viability and growth of MARC.

Our Commitments & Responsibilities To You:

- Mission Orientation – MARC is committed to fully briefing all new Board of Directors on our mission, our work, our properties and its impacts.
- Open Door – MARC is committed to encouraging an "open door" environment for the Board of Directors to share their ideas, expertise and ask questions any time of MARC leadership in addition to the regular Board meetings.
- Support – MARC is committed to providing a positive, non-judgmental environment where Board of Directors can feel confident asking for support.
- Board Development – MARC is committed to the professional development of its Board of Directors, through a variety of opportunities from assisting with elements of MARC's operations and archival work, MARC's properties, specialist projects, events, grants and fundraising efforts, conferences, planned external visits and Board retreats.

- Agendas & Minutes – MARC is committed to providing the Board of Directors with timely information, meeting dates, agendas and meeting minutes so all Board Members feel informed and able to contribute.
- Equal Votes – MARC is committed to running fair and equal-weighted voting for Board decisions, allowing all Board of Directors’ voices to be heard and valued.
- Space To Evaluate – MARC is committed to encouraging and providing the Board of Directors with regular opportunities to scrutinize and evaluate all our work from our mission and finances to exhibits and staff performance. Only through continuous self-evaluation can we improve and better serve our communities.
- Transparency – MARC is committed to the highest standards of transparency to both the Board of Directors and the public in all the work we do. This includes internal check and balances to ensure that we keep to our commitment.

Board of Directors’ Commitments & Responsibilities:

- Attendance & Participation – You are committed to actively participating in as much of MARC’s work as able. This involves coming to Board meetings prepared (having read prior meeting minutes and any background materials for the current meeting), take part in discussions and attend at least three Board meetings per year so that you can be fully informed of Board business and vote knowledgeably. Additionally, when asked to comment on Board action or direction, you agree that only one person speaks for the Board, the Board Chair (the President if in attendance). It is expected of members to attend and partake in Board retreats, as well as MARC events when possible.
- Core Documents – You are committed to familiarizing yourself with MARC’s core documents and policies including, though not exhaustive, the By-Laws, Strategic Plan, Financial Policy and Organizational Chart.
- Support Leadership – You are committed to supporting the staff leadership team, lending your time and expertise where possible to help them and MARC succeed.
- Committees & Special Task Groups - Each member may be asked to serve actively on one of the following MARC committees: development, capital, executive-finance, governance, publicity or programs. Most of the work of the Board is first discussed in committees where recommendations are made on policy issues that will eventually be decided by the entire Board. Thus, attendance and participation in committee meetings is essential. Additionally, from time to time, the Board appoints task forces to address critical issues or special projects (e.g., strategic planning, marketing, etc.); these task forces are led by staff leadership but may also include other stakeholders with expertise and influence.
- Contribute – You are committed to holding an active membership of MARC at any level for your time on the Board of Directors and contributing annually to MARC’s donations according to your personal finances. We would especially encourage you to become, regardless of the amount, a sustaining donor of the MARC, to help ensure the organization’s existence and future growth. These are ways members can set a leadership example by demonstrating commitment to our organization and to prospective donors.

- Confidentiality – You are committed to treating all Board of Directors’ meetings and related discussions as confidential, not to be discussed outside the Board and MARC leadership, unless otherwise stated.
 - Fundraising – You are committed to assist MARC in its fundraising efforts from soliciting donations, sponsorships, ticket sales and collaborative community partners.
 - Active Advocate – You are committed to representing MARC, when required, at internal and external-led events and actively assist with the recruiting of new Board Members, staff and committee members. You should take every appropriate opportunity to increase your network’s awareness of the MARC’s contributions to Rockingham County and the wider region.
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By signing below, I am confirming I have read the following document outlining MARC’s promises to me and my promises to MARC, hereby agreeing in good faith that I shall uphold my part of the Board of Directors Agreement and hold MARC accountable to its part of the Board of Directors Agreement.

Your Signature:

Date: _____/_____/_____

Signed: _____

Name: _____

Board President Signature:

Signed: _____

Name: _____