



THE COLD WAR MUSEUM[®]

Board Member Job Description & Statement of Commitment

The Cold War Museum depends very heavily on the engagement and support of its Board of Directors to achieve its goals. This document clarifies the Museum's expectations of Board members, and what every Board member can expect from the Museum. This board member job description is based on commonly accepted legal duties for nonprofit boards, including:

1. **Duty of Care** – a board member's obligation to pay attention to the organization's activities, finances, public image and more. This starts with having read and understood the by-laws, articles of incorporation and financial reports, reading and commenting as needed on meeting minutes, and remaining engaged in all policy decisions and operational oversight, particularly those functions generally seen as the principal responsibilities of a nonprofit board, namely:
 - Setting and reviewing strategic direction for the museum
 - Overseeing the museum's budget
 - Reviewing the performance, hiring and firing of the Executive Director.
2. **Duty of Loyalty** – a board member's obligation to act in the best interests of the organization. This includes proper disclosure of conflicts of interest, avoidance of any private inurement (financial gain as a result connection with the museum), and respect for confidentiality, including of board deliberations.
3. **Duty of Obedience** – a board member's obligation to understand and comply with the rules governing the organization, which are established in its formal governing documents, such as the articles of incorporation, the by-laws, and any board decisions that supplement those documents.

As a member of the Board of Directors of The Cold War Museum, I understand that I am obligated to actively serve the Museum's interests, including the following specific areas:

1. **Fiduciary** – I and my Board colleagues are legally responsible for the Museum's activities and finances. I understand that only the Board Chairman or a majority of Board members have the authority to commit the Museum to action or obligation.
2. **Fundraising** – I will contribute financially to the extent of my ability every year and will maintain an active membership in the Museum. I will actively pursue other members and donors for the museum from among my own networks and connections (note, the Museum does not expect Board members to endanger personal relationships or enter into uncomfortable conversations in this regard, but at a minimum all Board members should be willing and able to share the mission and needs of the organization with anyone).

The Cold War Museum
PO Box 861526 Vint Hill, VA 20187
(7172 Lineweaver Road, Vint Hill)

Phone: (540) 341-2008

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www.coldwar.org

3. Advocate – I will look for opportunities to share the Museum’s vision and mission with others and encourage them to support the Museum with membership, donations of money or artifacts, and expertise. I will prepare myself for these opportunities by learning the Museum’s mission and goals, and learning an “elevator speech.”
4. Program Oversight and Evaluation – I will work with my Board colleagues to set goals and monitor progress toward them. I will work with other volunteers and staff to suggest changes and question the status quo. I will help evaluate the Executive Director.
5. Planning – I will actively participate in goal setting, including short- and mid-term operational goals as well as strategic planning for the long-term success of the Museum.
6. Board Development – I will support the Chairman and the Executive Director in identifying and nominating new Board members and monitoring Board goals and commitments to ensure an ever-engaged and productive Board of Directors. I will participate in at least ¾ of all Board meetings in person or by phone, and will endeavor to participate in person as often as possible.
7. Committees – I will participate actively on at least one committee based on my own interests or expertise to help the Board accomplish needed tasks.

Further, as a member of the Board of Directors of The Cold War Museum, I understand that the Museum will:

1. Respect my time and use it effectively to allow my contributions to be of consequence.
2. Provide me with regular status reports and information about our work and progress.
3. Allow me direct access to staff to discuss programs, policies, goals and objectives.
4. Strive to make Board meetings as meaningful and productive as possible.
5. Encourage me to take larger leadership roles as appropriate.
6. Be responsive to any questions related to my obligations and responsibilities as a Board member.

In signing this document I understand that no quotas are being set, and no rigid standards of measurement and achievement are being established. Every Board member makes a statement of faith to be a partner with every other Board member to strive for the success of our cause. We trust each other to carry out the above agreements to best of our ability.

Name of Board Member:

(Print) _____

(Sign) _____

(Date) _____

In signing this document I commit The Cold War Museum to supporting _____ as a member of the Museum’s Board of Directors as described above.

Signature of the Board Chairman

Date

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