

# Oklahoma Museums Association

## What is Expected of OMA Board Members?

OMA members who agree to serve on the Board will want to know what is expected of them. Service on the Board is like that of a board of directors for a museum or other nonprofit organization. We need people who are willing to be active and committed to the Association's mission. Board members' responsibilities are:

1. Attend two to four Board meetings each year. These are held at locations around the state and members are responsible for travel and other costs. Most meetings are from 1 pm to 4 pm. Approximately every other year the Board holds an overnight planning retreat with Board members paying their own expenses.

2. Board members should attend the Annual Fall Conference and take part in activities such as the Board meeting, serving as session monitors (making sure speakers have what they need, distributing handout materials, etc.), helping with evening events, and other duties as needed.

3. Financial support for OMA is important. Members of the Board should seriously consider increasing their annual financial commitment through individual memberships, increasing their existing dues amount, donating to the annual campaign and/or endowment fund and/or securing a corporate member. Board members may be asked to solicit new memberships during membership campaigns. Board members should encourage giving by their institutions as well.

4. Active participation (including travel to meetings) on at least one of the following committees is expected:

- Audit
- Awards
- Bylaws
- Conference Auction
- Conference Overall Fundraising
- Conference Local Arrangements
- Conference Program
- Endowment/Investment (Officers and Past President)
- Executive (Officers and Past President)
- MARC Instructors
- Marketing
- Membership
- Nominating/Board Development (Appointed by President)
- Professional Development
- Strategic Planning

5. The MPMA Representative must be willing to attend several out-of-state MPMA Board meetings each year. Because OMA does not have the money to help pay these costs, it is essential that this person have the financial resources or the institutional support to pay for travel, hotel, and other costs.

## Board of Directors Performance Expectations Oklahoma Museums Association

OMA Mission: OMA supports Oklahoma museums in their efforts to educate, inform and entertain.

### OMA GOALS:

Develop the resources to fulfill the mission.

Provide services that promote the professional growth of museum employees, volunteers and board members.

Build networks among members, and seek collaborations with like-minded organizations to strengthen museums and their partners.

Communicate museums' key roles in education and economic development.

Encourage public awareness of the existence, purposes and value of museums.

Affirmation: Our performance grows out of our basic commitment to the museum community and profession served by the Oklahoma Museums Association.

### Participation:

#### Preparation and Information Gathering

Become knowledgeable about the history and purpose of OMA.

Seek information about programs, staff and issues being faced.

Respond promptly to meetings, notices and requests.

#### Attendance and Active Involvement

Attend scheduled board meetings.

Attend annual conference in fall.

Attend meetings of other groups, committees and special projects.

Get involved in determining OMA mission, goals and setting policy to guide staff and insure sound programs, fiscal and administrative management.

### Personal Support:

Be a member of OMA in good standing.

Make an annual financial contribution to a level of personal significance.

Use expertise and experience on behalf of OMA.

Initiate and/or carry out at least one special project to task committee assignment annually.

Make OMA the top one or two charitable, non-profit interest during tenure as board member.

### Involve Others:

#### Introduction and Cultivation

Wherever you go, be prepared and seek opportunities to talk about OMA.

Introduce new people to OMA and its programs.

Be alert to ways in which new people may become involved.

Identify prospective volunteers, board members, and OMA members and give leadership to their cultivation.

#### Securing Financial Support

Identify prospective members and donors.

Participate in fundraising efforts.

Be willing to make donor asks, thank you calls and visits.

### Advocate For The Cause:

Use every opportunity to increase the visibility of OMA in various committees such as city, state, clubs, etc.

Make contact with all levels of governmental representatives to help improve funding and services for OMA and its primary granting agency the Oklahoma Arts Council.

### Support One Another In A Caring Way:

Work cooperatively with other board and staff members keeping the mission and goals in mind.

Express encouragement, support and appreciation for work or board members and staff.

## **Board of Directors Job Descriptions**

### **Oklahoma Museums Association President**

The President of the Oklahoma Museums Association shall have the powers and shall perform all the duties commonly incident to and vested in the office of the president of an organization including, but not limited to, chairing all meetings of the executive committee and board of directors, calling meetings and preparing the agenda for the meetings, having general knowledge of the responsibility for supervision of the duties as the board of directors may designate and shall serve in ex-officio capacity, without vote, on all committees.

Specifically, the President shall:

- Be an OMA member in good standing.
- Be a member of the board.
- Serve on the Executive Committee.
- Serve on the Investment/Endowment Committee.
- Attend all board meetings.
- Make a personal financial commitment to OMA.
- Play a leading role in fundraising activities.
- Serve as chief elected officer and see to it that decisions, orders and resolutions of the board of directors are delegated and carried out.
- Use parliamentary procedure for all business meetings according to Roberts Rules of Order.
- Ensure that election of officers occurs in a timely fashion in accordance with the bylaws and constitution.
- Work with the Nominating Committee to recruit board of director members when a vacancy occurs.
- Provide leadership to the Board of directors, who sets policy and to whom the Executive Director is accountable.
- Encourage board's role in strategic planning.
- Appoint the chairpersons of committees, in consultation with other board members.
- Discuss issues confronting the organization with the Executive Director.
- Help guide and mediate board actions with respect to organizational priorities and governance concerns.
- Formally evaluate the performance of the Executive Director with the Vice President and Immediate Past President recommending the salary to the board for consideration
- Informally evaluate the effectiveness of board members.
- Deliver report for annual OMA membership meeting.
- Attend, if possible, the OMA Annual Fall Conference.
- Perform other responsibilities assigned by the board.
- Transfer, upon finishing term or resignation, all records to successor and orient new President.

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### **Oklahoma Museums Association Vice President**

The Vice President of the Oklahoma Museums Association shall have the powers and shall perform all the duties commonly incident to and vested in the office of the vice president of an organization including shall in all cases act as the President in the latter's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the president or board of directors.

Specifically, the Vice President shall:

- Be an OMA member in good standing.
- Be a member of the board.

Serve on the Executive Committee.  
Serve on the Investment/Endowment Committee.  
Attend all board meetings.  
Make a personal financial commitment to OMA.  
Understand the responsibilities of the board President and be able to perform these duties in the President's absence.  
Participate as a vital part of the board leadership.  
Receive direction from, and render assistance to, the president as needed.  
Work closely with the President and Executive Director.  
Participate closely with the President to develop and implement officer transition plans.  
Prepare to serve a future term as President.  
Attend, if possible, the OMA Annual Fall Conference.  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new Vice President.

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### **Oklahoma Museums Association Secretary**

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

Specifically, the Secretary shall:

Be an OMA member in good standing.  
Be a member of the board.  
Serve on the Executive Committee.  
Serve on the Investment/Endowment Committee.  
Attend all board meetings.  
Make a personal financial commitment to OMA.  
Play a leading role in fundraising activities.  
Assume responsibilities of the chair in the absence of the board president and vice president.  
Maintain all board records and ensure their accuracy and safety.  
Prepare correspondence at the direction of the President and/or board of directors;  
Maintain founding documents as well as updated copies of: Bylaws, Articles of Incorporation, Certificate of Incorporation and Policies and Procedures  
Is sufficiently familiar with organization's legal documents.  
Keep lists of officers, board members and committees.  
Keep record of Board attendance and makes sure that there is a quorum at board meetings.  
Sign official documents of the organization as required.  
Attend, if possible, the OMA Annual Fall Conference  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new Secretary.

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### **Oklahoma Museums Association Treasurer**

The Treasurer shall have all the powers and shall perform all the duties commonly incident to and vested in the office of treasurer and other duties as the president may designate. The treasurer shall make a report at each board

meeting, shall chair the Finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

Specifically, the Treasurer shall:

- Be an OMA member in good standing.
- Be a member of the board.
- Serve on the Executive Committee.
- Serve on the Investment/Endowment Committee.
- Attend all board meetings.
- Make a personal financial commitment to OMA.
- Play a leading role in fundraising activities.
- Serve as financial officer of the organization.
- Manage finances of the organization and administrates fiscal matters of the organization.
- Speak for the budget in partnership with the Executive Director.
- Ensures that a formal budget for the fiscal year is prepared for presentation to the board, for its approval, in January.
- At the end of the fiscal year, present a financial statement to the board and to the membership in writing.
- Confirm the organizations tax-exempt form was properly filed.
- Ensure development and board review of financial policies and procedures.
- Keep financial reports on file.
- Act as signing officer, with another officer or Executive Director for checks.
- Make sure that all employee deductions are remitted.
- Make sure the Fiscal Operations Policy is observed.
- Make sure all necessary financial reports are filed with the government.
- Understand financial accounting for nonprofit organizations.
- Assist with reports and records as requested by the Audit Committee and Auditor, as well as reviews the annual audit.
- Attend, if possible, the OMA Annual Fall Conference.
- Perform other responsibilities assigned by the board.
- Transfer, upon finishing term or resignation, all records to successor and orient new Treasurer.

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## **Oklahoma Museums Association Immediate Past President**

The Immediate Past President of the Oklahoma Museums Association shall have the powers and shall perform all the duties commonly incident to and vested in the office of the Immediate Past President of an organization including, but not limited to providing assistance to the President and assisting with board training.

Specifically, the Immediate Past President shall:

- Be an OMA member in good standing.
- Be a member of the board.
- Serve on the Executive Committee.
- Serve on the Investment/Endowment Committee.
- Attend all board meetings.
- Make a personal financial commitment to OMA.
- Play a leading role in fundraising activities.
- Provide assistance and support to the President.

Chair the Nominating Committee for recruitment of new board members.  
Assist with board recruitment and orientation to the board.  
Assist with board training.  
Chair special events and projects as assigned.  
Provide historical continuity about the Board's activities.  
Attend, if possible, the OMA Annual Fall Conference.  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new Immediate Past President.

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### **Oklahoma Museums Association Member At-Large**

Be an OMA member in good standing.  
Be a member of the board.  
Attend all board meetings.  
Make a personal financial commitment to OMA.  
Serve on at least one committee of the Board.  
Attend, if possible, the OMA Annual Fall Conference  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new At-Large board member.

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### **Oklahoma Museums Association Standing Professional Committee Representative**

Be an OMA member in good standing.  
Be a member of the board.  
Attend all board meetings.  
Make a personal financial commitment to OMA.  
Maintain communications between SPC members and the organization.  
Serve as liaison between the SPC and the board.  
Submit written reports when unable to attend a board of directors meeting.  
Attend, if possible, the OMA Annual Fall Conference.  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new SPC Committee Representative.

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### **Oklahoma Museums Association District Representative**

Be an OMA member in good standing.  
Be a member of the board.  
Attend all board meetings.  
Make a personal financial commitment to OMA.  
Serve as liaison between the museums of the district and the board  
Submit written reports when unable to attend a board of directors meeting.  
Attend, if possible, the OMA Annual Fall Conference.  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new District Representative.

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## **Oklahoma Museums Association Mountain-Plains Museum Association Representative**

Be an OMA member in good standing.

Be a member of the board.

Attend all board meetings.

Make a personal financial commitment to OMA.

Submit written reports when unable to attend a board of directors meeting.

Attend MPMA board meetings and conference at own expense.

Serve as liaison between the MPMA and the board.

Attend, if possible, the OMA Annual Fall Conference.

Perform other responsibilities assigned by the board.

Transfer, upon finishing term or resignation, all records to successor and orient new MPMA Representative.

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## **Requirements of All Oklahoma Museums Association Board of Director Members**

The Oklahoma Museums Association Board of Directors consists of members designed to work together to support the mission of assisting Oklahoma museums with their efforts to educate, inform and entertain.

Be an OMA member in good standing.

Be a member of the board.

Attend all board meetings.

Make a personal financial commitment to OMA.

Commitment to the work of the organization.

Serve on committees and attend meetings of assigned committees.

Support of special events.

Support of, and participation in, fundraising for the organization.

Regularly attend board meetings and important related meetings.

Make serious commitment to participate actively in committee work.

Volunteer for and willingly accepts assignments and completes them thoroughly and on time.

Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.

Provide governance to the organization, represent it to the community, and accept the ultimate legal authority for it.

Approve the organization's strategic plan.

Annually review and approve the organization's budget.

Approve major policies.

Be assured that the status of organizational strength and manpower planning is equal to the requirements of the long range goals.

Approve appropriate compensation and benefit policies and practices.

Annually review the performance as a board member and take steps to improve performance.

Provide candid and constructive criticism, advice, and comments.

Approve major actions of the organization, such as capital expenditures and major program and service changes.

Be assured that published reports properly reflect the operating results and financial condition of the organization.

Ascertain that management has established appropriate policies to define and identify conflicts of interest.

Review compliance with relevant material laws affecting the organization.

Become knowledgeable about the history and purpose of OMA.  
Seek information about programs, staff and issues.  
Respond promptly to meetings, notices and requests.  
Get involved in determining OMA mission, goals and setting policy to guide staff and insure sound programs, fiscal and administrative management.  
Use expertise and experience on behalf of OMA.  
Make OMA the top one or two charitable, non-profit interest during tenure as board member.  
Introduce new people to OMA and its programs.  
Identify prospective members and donors.  
Make contact with all levels of governmental representatives to help improve funding and services for OMA and its primary granting agency the Oklahoma Arts Council.  
Express encouragement, support and appreciation for work of board members and staff.  
Attend, if possible, the OMA Annual Fall Conference.  
Perform other responsibilities assigned by the board.  
Transfer, upon finishing term or resignation, all records to successor and orient new board member.

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### **Committee Chair Job Description**

Set tone for the committee work.  
Ensure that members have the information needed to do their jobs.  
Oversee the logistics of committee's operations.  
Report to the board's president.  
Report to the full Board on committee's decisions/recommendations.  
Work closely with the Executive Director and other staff as agreed to by the Executive Director.  
Assign work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.  
Initiate and lead the committee's annual evaluation.  
Delegate appropriate tasks to individual committee members.  
Know staff members' role on committees and make sure they have an opportunity to be heard before recommendations are sent to the Board.