



## **Oklahoma Museums Association 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 Oklahoma Museum 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 Oklahoma Museum 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 Oklahoma Museum 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.
- Ensure 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 Oklahoma Museum 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 Oklahoma Museum 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**

An OMA Member At-Large shall:

- 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 Oklahoma Museum 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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## **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 empowering Oklahoma museums.

All Board Members shall:

- Be an OMA member in good standing.
- Be a member of the board.
- Attend all board meetings.
- Make a personal financial commitment to OMA.
- Make a 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 accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare 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 Oklahoma Museum 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**

A Committee Chair shall:

- 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.