

## **Board of Directors Job Descriptions**

The MSA board of directors consists of president, first vice president, second vice president, treasurer, secretary, and directors at large.

### **Responsibilities shared by all board members:**

- All have voting status upon taking office.
- All shall actively participate in all board meetings, conference calls and other meetings.
- All are expected to read meeting preparatory materials, White Papers, articles, and reports distributed by board, participate in conference calls, BoardTalk, ShopTalk and be an active liaison between the board of directors, MSA staff, and the membership at large. Board attends the regional Chapter Meetings of their residence and represents MSA and its initiatives and message. Comments of those meetings are brought back to a board meeting and may be reported on.
- All participate in annual evaluation of MSA Executive Director.

## **President**

President is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of the Museum Store Association as needed and deemed necessary. The president is the chief elected officer and will preside over board meetings.

- Term: The office of president is a three year progression, beginning by being elected as second vice president; year two becomes first vice president and year three assumes the role of president. President takes office at the business meeting of the national Museum Store Association conference following progression and terminates at the conference one year from that date.
- This office may require 12-25 hours per month in addition to quarterly meetings with duration of two travel and two meeting days.
- The president shall write article(s) and report(s) for the Museum Store magazine and MuseumDistrict .com.
- The president will appoint committee members and the directors at large.
- The president will attend additional conferences and workshops as recommended by the Executive Director.
- The president will initiate conference calls with the board as needed.

### **First Vice President**

First vice president provides insight and input to the board from the membership as a whole, and takes on responsibilities within the activities of the Museum Store Association as needed and deemed necessary by the President of the board. This position offers training for eventual presidency.

- Term: The first vice president is step two in the presidential progression, having been elected as second vice president the prior year; year two becomes first vice president and year three assumes the role of president. The first VP takes office at the business meeting of the national Museum Store Association conference following progression and terminates at the conference two years from that date.
- This office will usually requires 12 hours per month in addition to quarterly meetings with duration of two travel and two meeting days. As well as the board meetings, the first VP will participate in conference calls and other events as requested by the president.
- The first VP will, in the absence or inability of the president to exercise the office, become acting president of the organization with all rights and privileges and powers of the president.
- Participates closely with the president to develop and implement officer transition.
- First VP will participate in the planning and facilitating of board meetings.
- Supports and implements association initiatives.

### **Second Vice President**

Second vice president is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of the Museum Store Association as needed and deemed necessary by the President of the board. This position offers training for eventual presidency

- Term: The second vice president is the first step of a three year progression to presidency. The second VP is nominated and elected by the membership; year two becomes first vice president and year three assumes the role of president. The Second VP takes office at the business meeting of the national Museum Store Association conference following election and terminates at the conference three years from that date.
- This office will require 6 – 12 hours per month in addition to quarterly meetings with duration of two travel and two meeting days. As well as the board meetings, the second VP will participate in conference calls and other events as requested by the president.

### **Treasurer**

Treasurer is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of the Museum Store Association as needed and deemed necessary by the President of the board.

- Term: The treasurer is elected for a two year term by the general membership beginning by taking office at the business meeting of the national Museum Store Association conference following election and terminating at the conference two years from that date.
- This office requires about 6 -12 hours per month in addition to quarterly meetings with duration of two travel and two meeting days. As well as the board meetings, the treasurer will participate in conference calls and other events as requested by the president.
- The treasurer shall perform such tasks as assigned from time to time by the president and any tasks required of a treasurer under law. The treasurer shall review the year-end audit and confer with executive director and auditor as necessary.
- The treasurer will write a narrative report to present at the annual meeting.
- The treasurer should be comfortable understanding financial statements.

## **Secretary**

Secretary is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of the Museum Store Association as needed and deemed necessary by the President of the board.

- Term: The secretary is elected for a two year term by the general membership beginning by taking office at the business meeting of the national Museum Store Association conference following election and terminating at the conference two years from that date.
- This office requires about 6 -12 hours per month in addition to quarterly meetings with duration of two travel and two meeting days. As well as the board meetings, the secretary will participate in conference calls and other events as requested by the president.
- The secretary shall actively participate in and take minutes at all board meetings, conference calls and other meetings as requested by the president.
- The secretary will forward the minutes in a timely manner to the president and executive director for corrections and minor edits.

### **Director at Large**

The director at large is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of the Museum Store Association as needed and deemed necessary by the president of the board.

- Two directors at large are appointed by the president of the board of directors.
- Term: Directors at large serve a one year term beginning by taking office at the business meeting of the national Museum Store Association conference following appointment and terminating at the conference one year from that date.
- This office requires board work of about 6 - 12 hours a month in addition to quarterly meetings with duration of two travel and two meeting days. As well as the board meetings, the director-at-large will participate in conference calls and participate in other events as requested by the president.
- Projects and tasks are assigned by the board president. These could be information gathering to contribute to a board project, report writing and presenting, board exercises, and other tasks as assigned.
- President may request Director at Large to participate in task forces or work groups developed by Board of Directors.