

Executive Director - Hal Spackman
Curator - Kristy Griffin



Sitka Historical
Society & Museum

210 Seward St (temporary office)
Sitka, Alaska 99835
907-747-6455
907-747-6588 FAX

Board of Directors

Ernestine Massey - President
John Stein - Vice-president
Sabra Jenkins - Secretary
Barbara DeLong
Sheila Finkenbinder - Treasurer
Pat Alexander
Chris Kowalczewski
Jack Ozment
Linda Trierschield

Mission: To preserve and promote the events, stories and artifacts of the human history of Sitka, as part of the Pacific Northwest coast of North America, to inspire, educate and benefit the Public and future generations.

www.sitkahistory.org



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To potential members of the Sitka Historical Society Board:

The next several years promise to be exciting for the Sitka Historical Society and Museum. The City of Sitka and the Sitka Historical Society and Board have enjoyed a 48 year partnership in Harrigan Centennial Hall. As you may be aware, the Sitka Historical Society will be moving into the new museum wing upon completion of the City & Borough of Sitka's Centennial Hall Renovation, which may be as early as October 2016 and no later than February 2017. Our Society hopes to make this museum a showcase of Sitka's history for the benefit of Sitkans and visitors.

Included in this packet are materials listing the job description and role of a board member along with a Matrix for listing the skills you could bring to the board. To meet the mission and goals, the board stresses that fund development for operations is also a critical factor for a successful non-profit organization. The fund development duties of a Board Member include solicitation of gifts and donor development. We provide training for this if needed. Membership in the Society is a requirement of nomination for the Board.

When positions become available prior to the annual membership meeting to elect persons to vacancies on the board, it is our policy to obtain a commitment in advance from prospective candidates to avoid competition for election. Due to illness, work demands or other causes, occasionally a resignation from the board occurs. The by-laws of the organization allow the board to select someone to fill that position. Therefore, having your application in advance is helpful to ascertain the position is quickly filled and a new member can be seated to fill out the vacant term.

Please read through the enclosed packet and if you have any questions, please contact me at 747-3319. You may submit the application and the matrix to me care of 210 Seward St. Sitka, AK 99835.

Sincerely,

Ernestine Massey, President

Ernestine Massey

Sitka Historical Society Board of Directors

SITKA HISTORICAL SOCIETY & MUSEUM

Board Member Job Description



- TITLE:** Member, Sitka Historical Society Board of Directors
- REPORTS TO:** Board President
- PURPOSE:** To serve the board as a voting member; to develop policies procedures and regulations for the operation of the Sitka Historical Society and Museum; to monitor finances of the corporation, its programs and performance
- TERM:** Two years, expiring in October two years after election to board
- EXPECTED MEETING ATTENDANCE:**
- Regularly attend meetings as scheduled (about 6 or more as needed yearly, 1 hour+/-)
 - Attend standing committee meetings if a member
 - Participate as an ad hoc committee member if you want to be appointed
 - Attend Board retreats, in-service workshops & board development activities if able
 - Attend and participate in the Museum's special events as needed
- OBLIGATIONS OF THE BOARD:** (*Advocacy, Governance Fund Raising*)
- Establish policy
 - Hire/fire and evaluate the executive director
 - Secure adequate funds
 - Monitor finances
 - Maintain and update strategic plan
- SPECIFIC DUTIES:**
- Attend meetings and show commitment to board activities
 - Be well informed on issues and agenda items in advance of meetings
 - Contribute skills, knowledge and experience when appropriate
 - Listen respectfully to other points of view
 - Participate in organizational decision-making
 - Respect the board's confidential business
 - Financially support the Sitka Historical Society
 - Assume leadership roles in all board activities, including fund raising
 - When asked, represent the board decisions to the public and donors
 - Educate yourself about the needs of the people served

BOARD GIFT PLEDGE FORM – CONFIDENTIAL



BOARD MEMBER NAME _____

The Sitka Historical Society recognizes the many and diverse contributions and skills that its board members give to the organization, including time, knowledge, connections, staff support, ideas, and perspectives, to name a few. The organization encourages creative forms of contributions and sees them as essential to its growth and health. In addition the Sitka Historical Society recognizes the importance of board participation in fundraising.

My commitment to the Sitka Historical Society consists of the following pledge:

- 1) FINANCIAL EXPECTATIONS: Each SHS board member should be a member of the Sitka Historical Society in good standing at his/her membership level choice, and make at least one unrestricted cash donation a year at whatever funding level he or she is able to give to the organization.
- 2) PERSONAL GIFT: Board members may make a personal gift to SHS by being on the committee for one of our fund raising events and/or by donating separate from these events. (A good example would be bringing cookies or other refreshments for events)
- 3) ANNUAL FUND: All board members are asked to participate in the annual fund raising event by personal contact with funders, signing letters, providing suggestions for possible funders, etc.

This attachment is a board needs matrix developed by the board. In 2010 board members decided that it was time to consider the strengths and weaknesses of each board member and try to recruit any replacements to fill the greatest number of weaknesses. Some of the qualities are self-explanatory. If so, they are not listed here. But a brief explanation of the board's thinking about some qualities may be helpful.

| | |
|-----------------------|---|
| PASSION | Comittment to and desire to be useful. Firm belief in the Society's mission |
| HISTORY KNOWLEDGE | Memory of some years of Sitka's history, its people and/or knowledge of past board action |
| FINANCIAL | Understanding and experience with the budget process, planning for future funding |
| BUSINESS | Experience in operating a business, knowledge of the business community |
| KNOWLEDGE OF REGS | Some experience with the State and Federal governmental process |
| NON PROFIT EXPERIENCE | Non-profit Board training or experience, Knowledge of fund sources for non-profits |
| FUND EXPERIENCE | fund raising experience |
| COLLABORATOR | Ability to work collaboratively with other board members, staff and the public |
| EDUCATOR | Ability to teach a concept to another – particularly regarding the Historical Society and its Museum |
| PUBLIC PRESENTER | Similar to public relations, but more in the nature of speaking publicly on behalf of the Museum |
| COMPUTER TECH | Knowledgeable enough with a computer to be of assistance when necessary. |
| ADVOCACY | Can logically defend the mission of the Society. Always willing to jump in as needed (and as available) |
| PARLIAMENTARIAN | Working knowledge of Robert's Rules of Order. |

We are asking each applicant to list your strengths with an X. In areas of some knowledge but not a lot, mark with /. If you feel you don't have useful knowledge in an area, leave it blank.

Updated 8/12/2015

Sitka Historical Society & Museum

Application to the Board of Directors

Elections are held at the annual membership meeting each October.

The business and property of the corporation is managed by a board comprised of 9 directors each for a two year term. Five positions become available one year, and four the following year. Current board members whose term is up may choose to run for another two year term. Board meetings are usually held at noon or as otherwise stated.

*Please fill out this form and the Matrix as explained and return with your application.

I have read the Board Member job description and Matrix and believe I can offer the experience and skills necessary to fulfill a position on the Board.

Name: _____

Date: _____

Address: _____

E-mail address: _____

Telephone: _____

Cell Phone #: _____

Signature: _____