

Idaho Museum of Natural History

Members of the Leadership Board – Job Description and Expectations

Leadership Board (LB) – 8 to 12 Members

Purpose Statement: To offer advice, advocate, provide direction and establish a partnership with the Idaho Museum of Natural History and the Director, and assist with the leadership and general promotion to raise the brand internally and externally of the Idaho Museum of Natural History at ISU so as to support the Museum’s mission and needs.

***Major responsibilities**

- Organizational leadership and advisement
- Organization of the Leadership Board, committees, and the Associate Member group
- Oversight of 5-Year Strategic Plan and Performance Metrics
- Review of organizational and Performance Metric reports
- Promotion of the organization and lead and direct the Annual Meeting
- Fundraising and outreach
- Recruiting new members and sustaining community partnerships
- Meet annually with the Vice President of Research and central leadership of Idaho State University

**Members of the board share these responsibilities while acting in the interest of the Idaho Museum of Natural History. Each member is expected to make recommendations based on his or her experience and vantage point in business, their local communities, and philanthropic communities.*

Length of term

Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board. The terms of the Members will be staggered, where only one-third of the membership’s terms will be up for renewal during a calendar year. A past Member must sit out at least one year before rejoining the LB; however, past members can continue to participate as an Associate Member.

Leadership

Chair and Vice Chair

- Works closely with Director to set the agenda for each meeting
- Interacts frequently with Director, Development, Staff, and University Leadership to solidify the partnership with the LB
- Leads LB meetings and the Annual Meeting
- Monitors committees and helps the Director in the selection of committee chairs
- Communicates on behalf of the LB with University Leadership and external audiences as needed

Meetings and time commitment

- The LB holds up to of 4 quarterly meetings by phone or video conference. Meetings typically last 60 to 90 minutes. At the LB's discretion, meeting can be held more frequently.
- Monthly updates and communication will be provided by the Director or Chair to the Members
- Ad hoc committees of the board meet an average of four times per year, pending their respective work agenda.
- Two meetings a year will be held on the ISU campus: 8:00 am – 2:30 pm

Associate Members of the Leadership Board

Past Advisory Board Members; members of the standing committees; donor prospects; Leadership Board prospects; faculty and staff

- Meet once a year at the Annual Meeting associated with a Museum event and meet as needed as participants on Leadership Board Committees
- Actively Participate on committees

Expectations of Leadership Board Members and Associate Members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to external and internal concerns that can be addressed by Museum mission, objectives, and programs.
- Help communicate and promote Museum mission and programs to the community.
- Provide insights and connections to external partners and resources.
- Become familiar with the Museum finances, budget, and financial/resource needs and advocate for the Museum.
- Understand the policies and procedures of the Museum.
- Financially support the Museum in a manner commensurate with one's ability

Committees/Other Museum Boards

- *Strategic Planning*