Welcome and thank you for your interest in serving on the Board of the City of Minnetonka Historical Society (CMHS)! Serving as a Board member is a meaningful way to contribute to your community, learn about local history and work with others. The basic roles and responsibilities listed below are flexible, rewarding, educational, and fun. Orientation and materials are provided. See page 2 for the Board Member application. If you are not interested in a Board position but are interested in volunteering, please click here [www.minnetonka-history.org/volunteering](http://www.minnetonka-history.org/volunteering) for further information.

**Background and Mission** –The City of Minnetonka Historical Societywas founded in 1972. Its mission is as follows: Discover, preserve, and disseminate knowledge and information about the history of Minnetonka to its citizens.

**Board Member Role/Responsibilities** –The purpose of the Board is to support the mission of the organization through community leadership; strategic governance; and active engagement. CMHS is a 100% volunteer-based organization with no paid staff in the foreseeable future. To ensure the sustainability of the organization, CMHS depends on “hands-on” board member participation in key functional areas of the Society (see below).

**Key Functional Areas of CMHS** – Functional areasbelow delineate broad central areas of work typically undertaken by historical societies including CMHS. These areas do not represent specific tasks or Board member assignments. The Board works together to ensure all areas are covered.

**Governance** – Board members are asked to attend monthly Board meetings, the Annual Membership meeting and participate in the work of committees. The Board as a whole is responsible for operating within the established By-laws, Articles of Incorporation, and policies and procedures of the organization.

**Collections/Preservation** – Curate the Museum on the grounds of the Burwell House and make the CMHS collection available to the community through an online catalog of current items. In addition, consider the accession of new artifacts; deaccession of items currently in the inventory; and determine preservation priorities.

**Community Education/Communication** – Provide an array of community education options including presentations and events (such as the Antique Appraisal event), newsletters, social media, website presence, and content.

**Membership/Member Services** – Track memberships and renewals in Excel; ensure the provision of an array of consistent member benefits; and support volunteer recruitment and retention. Provide research services to the community whenever possible.

**Finance/Fundraising** – Oversee financial viability of the organization via regular review of quarterly financials, annual tax returns, grant requests, and fundraising efforts such as an annual campaign.

**Board Member Experience –** There are no specific educational nor work history requirements to serve on the board – only an avid interest in local history and time to participate is needed. Relevant work experience/background is helpful. Basic computer/technology skills are helpful to fully participate at the Board level.

**For further information, or, for questions, please call our City of Minnetonka phone number at 952-930-3962 or email us at** **minnetonkahistoricalsociety@gmail.com****.**

**Board Member Candidate Information**

Welcome and thank you for your interest in serving on the Board of the City of Minnetonka Historical Society (CMHS)! Serving as a Board member is a meaningful way to contribute to your community, learn about local history and work with others.

The basic roles and responsibilities (listed on page one) are flexible, rewarding, educational and fun. Yes, fun!! CMHS has a vibrant, collaborative Board of Directors with varying levels of local history knowledge, from novice to expert. Board members support each other in preserving and educating community members about local history. The only prerequisites to serving are a keen interest in local history and a desire for civic engagement.

The CMHS is comprised of between nine and eleven Board members. New Board members are nominated by the current Board for a three-year term; Board members may serve two consecutive terms. Board members may serve more than two terms as is provided for in the bylaws. All Board member terms are confirmed by the membership at its Annual Meeting. Board members are not compensated for their time nor are expected to provide personal financial contributions to the organization.

Please consider applying for a Board position and feel free to contact us with any questions. If you are not interested in a Board position but are interested in volunteering, please click here [www.minnetonka-history.org/volunteering](http://www.minnetonka-history.org/volunteering).

**Application**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Candidate Questions**

1. *In two or three sentences, please describe your interest in participating in the CMHS board of directors.*
2. *In two or three sentences, please briefly describe the relevant experience you bring to the organization.*
3. *Briefly, please identify your interest in specific functional areas (listed on page 1) of the CMHS.*

***Thank you for your interest in serving on the City of Minnetonka Historical Society Board of Directors! We greatly appreciate your interest and are available for any clarifications or questions you might have for us. Please submit your application to our email address:*** ***minnetonkahistoricalsociety@gmail.com******. You are welcome to leave a message for us at our City of Minnetonka phone number 952-930-3692; we will return your call as soon as possible.***