

## **Edmonton and District Historical Society**

### **Board Member Responsibilities**

Board members of EDHS are responsible for the following:

- Attend monthly Board meetings and the Annual General Meeting. Participate in discussions. Ask questions. Provide a record of hours volunteered.
- Review agenda and supporting materials prior to board/committee meetings.
- Serve on, or chair, committees/task forces and offer to take on special tasks, e.g. Fundraising, Policy, Program, etc. Work within parameters of Committee terms of reference and budget. Provide reports as required, especially for the Annual Report.
- Provide financial oversight including helping to develop and approve an annual budget.
- Ensure legal and ethical integrity and maintain accountability.
- Determine the EDHS Mission and purpose and set yearly and long-range goals.
- Initiate long-range planning process and assist in implementing and monitoring progress.
- Determine governing policies.
- Attend/support EDHS functions, such as special events.
- Take a lead in fundraising, both by personal example and by enlisting other's support.
- Suggest possible nominees to the EDHS Board. Recruit new members.
- Orient new board members. Assess board performance.
- Enhance EDHS's public profile and credibility.
- Keep up-to-date on relevant developments in local history and heritage.
- Be informed about what the organization does and how it does it, and about the environment in which the agency operates.
- Be willing to attend "training" on Board Governance and other topics to enhance knowledge and skills.
- Follow conflict-of-interest and confidentiality policies.