

**Waukee Area Historical Society (WAHS)
Board of Directors
Expectations**

Position Title: Waukee Historical Society Board of Directors

Purpose: To act as a voting member of the WAHS Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the WAHS; to monitor the WAHS's financial health, programs and overall performance; and to provide resources to meet the needs of WAHS.

Full Board's Responsibilities:

- _ Establish policy
- _ Monitor finances
- _ Approve the annual budget
- _ Establish and approve dues structure
- _ Approve recommendations for officers and new board members
- _ Recommend changes in the bylaws
- _ Create and update a long-range plan for the WAHS
- _ Approve the general program of work
- _ Adopt key operating policies and procedures; approve contracts as appropriate

Individual Board Member's Duties:

- _ Attend all Board meetings, activities, including special events, membership coffees, etc.
- _ Become knowledgeable about the history of Waukee as well as WAHS.
- _ Come to Board meetings well-prepared and well-informed about issues on the agenda
- _ Contribute to meetings by expressing your point of view
- _ Consider others points of view, make constructive suggestions and help the Board make decisions that benefit our members and the citizens of Waukee
- _ Serve on at least one committee
- _ Represent the WAHS to members, the public and other organizations
- _ Support the WAHS through membership and recruitment efforts
- _ Assume Board leadership roles when asked