



BOARD DIRECTOR DUTIES & RESPONSIBILITIES

The Alberta Museums Association Board is a policy governance board. The Board has one staff person, the Executive Director / CEO. Board Members assume a governance role focusing on policy, monitoring, and evaluation.

Duties and Responsibilities of Board Members:

1. Represent the Alberta Museums Association proudly and positively and promote the Association's purpose in the community.
2. Attend meetings regularly and on time.
3. Become well informed (in advance) of all agenda items.
4. Inform the President of the Board (in advance) of items to be included on the agenda and provide written and / or verbal reports as necessary.
5. In an atmosphere of frank and open discussion, contribute knowledge by making constructive suggestions and by asking questions needed to clarify the discussion and / or to move the discussion to a conclusion.
6. Be well-informed about the Alberta Museums Association's policies and programs.
7. Know basic parliamentary procedures.
8. Understand and accept legal and fiduciary responsibility and liability.
9. Attend the Annual General Meeting of the Alberta Museums Association.
10. Participate in Board Orientation Training.
11. In exceptional circumstances, undertake other duties required to direct the affairs of Alberta Museums Association.
12. Respect the confidentiality of Board discussions.
13. Declare all known conflicts of interest.
14. If possible, represent the Alberta Museums Association at membership functions when requested.
15. Participate actively in the fund development activities of the Alberta Museums Association.
16. Chair meetings of Standing Committees, Subcommittees, and Ad Hoc Committees to which appointed.

The following estimates the time necessary to fulfil the duties of a Board Member:

1. Four to six Board meetings per year at seven hours each or full day meetings – some meetings are two days. See schedule below.
2. Three to four Conference calls per year, two scheduled and others as required.
3. One Annual General Meeting: two to three hours.
4. One Annual Conference. Accommodation and travel expenses are reimbursed, registration is not.

5. Attend occasional membership functions.
6. Chair or attend committee meetings to which appointed.

Other:

1. The Alberta Museums Association will cover travel, accommodation, and meal expenses to Board meetings.
2. Most meetings are held in Edmonton.

Proposed Meeting schedule: fiscal year is April 1 to March 31

September	Board meeting and AGM in conjunction with Annual Conference Short meeting to follow AGM
November	Orientation of new Board members First Board meeting & financial monitoring report 2 nd quarter
January	Board meeting & financial monitoring report for 3 rd quarter
March	Board meeting
April	Conference call - financial monitoring report for 4 th quarter if necessary
June	Board meeting
July / August	Conference call – financial monitoring report for 1 st quarter



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