

# **White Bear Lake Area Historical Society**

## **Volunteer Board of Directors Position Description & Expectations**

### **Three Year Term**

#### **WBLAHS Mission Statement:**

The White Bear Lake Area Historical Society connects the community to its past, fostering an understanding and appreciation for our history.

We fulfill our mission by...

- Gathering and maintaining historical information and artifacts.  
*We are safe keepers of our heritage.*
- Educating the community about our history.  
*We are the community storytellers.*
- Encouraging personal and community responsibility for preserving our physical links to the past.  
*We are advocates for historical preservation.*

*Proudly Serving Birchwood, Dellwood, Mahtomedi, White Bear Lake, White Bear Township*

#### **Purpose and Function of the WBLAHS Board of Directors:**

The White Bear Lake Area Historical Society can achieve its mission only with the ongoing leadership, talent and financial support of its Board of Directors. Members of the Board of Directors are chosen because of their leadership and professional skills, and their experience and involvement in community affairs.

The Board of Directors is responsible for setting the course and ensuring the financial stability of the WBLAHS. Each Board Member is expected to make a meaningful contribution toward these responsibilities. The Board of Directors is the policy branch of the WBLAHS as well as a working board. Each member in good standing is entitled to one vote.

The Board of Directors shall be composed of no less than nine (9) and no more than twenty-one (21) members of which one shall be the board president, one a past president/vice president, one a secretary and one a treasurer. The remaining members will designate an area of responsibility and focus.

#### **Expectations of the WBLAHS Board of Directors:**

It is expected that each Board member will:

- attend monthly board meetings – three missed meetings in a calendar year indicates vacation of board position;
- review Board minutes and committee reports;
- stay informed on WBLAHS activities by reviewing monthly reports, emails, newsletters and other communications;
- stay informed regarding programs, projects and positions of the WBLAHS;
- oversee the assigned area of focus for that position;

- oversee all major WBLAHS-sponsored events and general activities of the organization.  
Participation is required for each of the six key events/fundraisers each year: Pops on the Porch, Members' Christmas Party, Christmas Decorating Party, Annual Meeting, Historic House Tour, Spring/Summer Fundraiser
- be an advocate for the WBLAHS by promoting the organization through contacts in the community and beyond;
- attend a minimum of six (6) WBLAHS sponsored programs per year. A visual presence identifies your role as a Board member and provides support for the WBLAHS;
- assume leadership roles when asked;
- participate in projects or on ad hoc committees as needed;
- maintain current membership status by regular payment of dues;
- provide a food contribution to the annual members' party in December;
- contribute, whenever possible, to fundraising efforts including the WBLAHS Spring Gala, , calendar sales or other events.