

# GREAT STONE VIADUCT HISTORICAL EDUCATION SOCIETY, INC.

## BOARD OF TRUSTEES APPLICATION AND POSITION DESCRIPTION

### Overview

The Great Stone Viaduct Historical Education Society, Inc. Board of Trustees governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of the Great Stone Viaduct Preservation Project. Our mission statement is available at [www.greatstoneviaduct.org/about.html](http://www.greatstoneviaduct.org/about.html). Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year educational excellence for Great Stone Viaduct Historical Education Society.

The Board of Trustees has up to 18 voting members. Terms are not limited.

Board Member responsibilities include attendance of regular monthly board meetings as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

### ***Declaration of Candidacy***

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the board Chairperson, Paul Cramer or any current board member with questions.

To apply:

- Submit the one-page Board of Trustees Application (page 2 of this document) and your résumé to Paul Cramer, Board Chairperson. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the one-page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

### ***Time and Financial Considerations***

#### Meetings:

- Board Meetings- held monthly, the last Thursday of the month at 4:00 PM
- Committee Work
- Fundraising - board participation required
- Winter Lecture Series – every Wednesday evening February and March

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional but we ask that board members consider giving at a leadership level. Board members should maintain an active membership status during their term.

