

## **THE JOB OF THE TRUSTEE**

Outline of Trustee Job Description (Revision 3) January, 1994

The Trustee:

- Determines the goals and objectives of the organization
- Assists paid staff as required, but does not interfere in the day-to-day operation of the Museum
- Develops the governing and operating policies of the organization
- Develops policies for and participates in fundraising for the Museum
- Regularly reviews the Museum goals, objectives and policies
- Regularly reviews Museum by-laws, mission, objectives, and mandate
- Approves a budget that will allow the Board and its employees to meet the Association goals and objectives (The Board of Trustees will present the budget to the membership, the public and to public officials)
- Provides suitable facilities to enable the Museum to adequately serve the community
- Spends a minimum of one day each year on board development and uses the skills gained to further the interests of the Museum
- Reports to the membership at the Annual General Meeting and to the public on Museum activities and performance
- Budgets for and attends relevant and appropriate conferences and educational workshops
- Develops criteria for and may participate in the hiring of the Curator/Manager
- Raises money