



MUSEUM VILLAGE 1010 ROUTE 17M, MONROE, NY 10950

BOARD of TRUSTEES of MUSEUM VILLAGE of OLD SMITH'S CLOVE, INC.
APPLICATION

Last Name _____ First Name _____ M.I. _____

Address _____

Telephones: Office _____ Home _____ Cell _____

E-mail _____

Business/Organization

Affiliation _____

Title/Position _____

Address _____

NON-PROFIT BOARD and COMMUNITY ORGANIZATION SERVICE

Organization	Positions	From	To

COMMUNITY and BUSINESS REFERENCES

Name	Address	City	Telephone

Referred By: _____

RESPONSIBILITIES

Together with other Trustees, each Trustee is legally and ethically responsible for all activities of the organization. Trustees are solely responsible for determining organizational policy in the following areas: Human Resources, Planning, Finance, Community Relations and Organizational Operations.

LEGAL OBLIGATIONS OF TRUSTEES

1. Attend all board and committee meetings.
2. Have a thorough knowledge of the organization's charter and bylaws.
3. Heed corporate affairs and keep informed on general organizational activities.
4. Ensure that minimum legal/technical requirements are met.
5. Record personal conduct and register dissents officially.
6. Avoid any semblance of self-dealing.
7. Make no financial profit except as provided for in the bylaws.

RESPONSIBILITIES OF TRUSTEES AS A BOARD

1. Determine organization's mission and purpose.
2. Select the Executive Director.
3. Support the Executive Director and review his/her performance.
4. Ensure effective organizational planning.
5. Ensure adequate resources.
6. Manage resources effectively.
7. Determine and monitor organization's programs and services.
8. Enhance organization's public image.
9. Serve as a court of appeal in personnel matters.
10. Assess its performance.
11. Assure a written permanent record of all board meetings and official actions.
12. Pursue any warning signs that something is wrong.
13. Require the organization to consult with legal counsel as needed.
14. Adopt and follow sound business policies and practices.
15. Review the adequacy of the organization's insurance programs.

RESPONSIBILITIES OF INDIVIDUAL TRUSTEES

1. Attend all board and committee meetings regularly.
2. Serve on at least one board committee.
3. Make a personal contribution. The fact that each board member gives is usually more important than the amount.
4. In coordination with staff and board, make fundraising contacts with individual donors, foundations, corporations and other funding sources.
5. In coordination with the Executive Director, represent the organization to your constituencies and in your community.
6. Recruit new board members.

NON-CONFLICT of INTEREST DECLARATION

The Board of Trustees of Museum Village of Old Smith's Clove, Inc. (here-in-after "THE MUSEUM"), a 501 (c) 3 not-for-profit domiciled in the State of New York, is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care and loyalty in pursuit of the organization's mission. Every member of the board shall adhere to the following code of ethics.

1. Bylaws and Policies

As a Trustee:

- a. I shall ensure compliance of the corporation with all local, state and federal laws, regulations and with the charter, bylaws, rules, regulations and policies of THE MUSEUM and the corporation, pursuant to the Not-for-Profit Corporation Law (N-PCL) of the State of New York.
- b. I shall respect and fully support the duly made decisions of the board in accordance with my fiduciary duties of confidentiality and loyalty.

2. Conflict of Interest, Representation & Confidentiality

As a Trustee:

- a. I shall immediately declare any and all duality of interests and conflicts of interest, material or otherwise, that may impede or be perceived as impeding my capacity to represent and act in the best interests of THE MUSEUM at all times.
- b. I shall not directly or indirectly solicit any gift or accept or receive any gift, whether in the form of money, goods, services, loan, travel, entertainment, hospitality, thing or promise or any other form under circumstances that could reasonably be inferred that the gift was intended or expected to influence me in the performance of duties or was intended as a reward for any action as a result of my affiliation with THE MUSEUM.
- c. I shall not take any public position representing THE MUSEUM on any issue that is not in conformity with the official position of the corporation.
- d. I shall not use or otherwise relate my affiliation with the board to independently promote or endorse political candidates or parties or their causes.
- e. I shall maintain full confidentiality and proper use of information obtained as a result of board service in accordance with board policy or direction.

Certification

I, _____, certify that I have read and understand the
(PRINT NAME)

Non-Conflict of Interest Declaration of the Board of Trustees of Museum Village of Old Smith's Clove, Inc.

I agree that I will fully comply with the statements and intent of the Declaration. I affirm that neither I, nor any member of my family or household, has had an interest or taken any action which counters the Non-Conflict of Interest Declaration of THE MUSEUM or impedes my ability to act as a fiduciary and in the best interests of THE MUSEUM, except potentially those interests or actions as stated and fully disclosed below.

Disclosure:

Signature

Date

Please check which of the Board Committees you would be interested in joining (all Trustees must serve on at least one committee):

- | | |
|--|--|
| <input type="checkbox"/> Audit | <input type="checkbox"/> Executive |
| <input type="checkbox"/> Buildings & Grounds | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Board Nominating | <input type="checkbox"/> Interpretive Planning/Education |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Development | |

Bylaws ARTICLE V Section 6. Subsection G.

A trustee absent from three (3) board meeting within one administrative year, unless excused in advance by the Chair, may be deemed to have resigned and the vacancy shall be filled as provided in Article V, Section 5.A. The Chair of the Board shall notify the Board and such trustee as promptly as feasible.

Please check any additional areas of interest or experience in which you feel you can make a contribution of time and effort:

- | | |
|--|---|
| <input type="checkbox"/> Archives | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Cataloging | <input type="checkbox"/> IT |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Exhibits | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Events | <input type="checkbox"/> Research |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Solicitations |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Website |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> E-Mail |

Have you ever been convicted of a felony or misdemeanor? YES _____ NO _____

If YES, please explain:

Have you ever filed for bankruptcy? YES _____ NO _____

If YES, please explain:

Your signature below indicates that you have read and accepted the **Responsibilities for Trustees of Museum Village of Old Smith's Clove** (a separate copy will be provided to you for your files). Your signature also affirms that you are willing to sign an annual **Non-Conflict of Interest Declaration for Trustees of Museum Village of Old Smith's Clove**, and that you will continue to be an annual dues paying member of Museum Village at the \$125 level minimum (it is suggested all trustees become members at the \$250 level) before being appointed to the Board of Trustees.

Bylaws Article 5, Section 2

Trustees shall be members of the Corporation, and shall pay dues to the corporation at the contributor level or higher annually within 90 days of the Annual meeting unless said period is extended by the Chair of the Board. A trustee who fails to pay said dues within said time period shall be deemed to have resigned and the vacancy shall be filled as provided in Article V, Section 5.A. The Chair of the Board shall notify the Board and such trustee as promptly as feasible.

A minimum check for \$125 (membership fee) made out to Museum Village **MUST BE INCLUDED WITH THIS APPLICATION**. Should your application be denied, your check will be refunded.

Signature

Date