



## **Board of Directors Recruitment Packet & Job Description**

### **About Us!**

The Kids 'N' Stuff Children's Museum Board of Directors is responsible for defining and upholding the organization's mission, values, and providing overall leadership and strategic direction to the museum. In addition to setting policies and maintaining the overall direction, the board establishes priorities, develops strategies and ensures that plans and programs are implemented. Board members are also involved in the museum's fundraising efforts, spreading the word about our good work and using their connections to gain access to potential donors, actively participating in fundraising campaigns and events.

### **Our Mission**

Kids 'N' Stuff Children's Museum provides fun, hands-on learning experiences for all children and families through interactive exhibits and programs.

### **Quick Stats**

- Annual Operating Budget = \$215,000
- Annual Museum Visitors = 20,000
- Museum Member Families = 150
- Employees: 1 full-time, 5 part-time

### **Time Commitment**

- Each director is asked to commit to one three-year term. Directors may serve up to two consecutive terms beginning in January 2021
- The full board meets approximately 6-12 times per year. Meetings are generally on Tuesday mornings from 8:30 - 9:30 AM in Albion, Michigan
- Each director is expected to serve on at least one committee or task force, which will work outside of the full board meetings
- On average, each board member spends 4-5 hours per month supporting the Museum

### **Selection Process**

- Interested candidates should submit an application, resume, and statement of interest through [this form](#)
- Top candidates will be interviewed by the Executive Director and/or Recruitment Task Force
- Nominations will be made to the Board of Directors for election at a board meeting. Candidates will be notified of their results following the vote.
- *We especially encourage individuals with expertise in fundraising, financial management, and strategic planning to apply*

**Kids 'N' Stuff Children's Museum**  
301 South Superior Street • Albion, MI 49224  
(517) 629-8023 • [www.kidsnstuff.org](http://www.kidsnstuff.org)

## Job Description

<b>Position Title:</b>	Member of the Board of Directors
<b>Length of Term:</b>	Three Years (eligible for re-appointment for one additional term)
<b>Reports To:</b>	Entire Board of Directors
<b>Last Updated:</b>	September 2020

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### Qualifications

- Professional experience in business, government, philanthropy, or the nonprofit sector
- Previous board experience preferred
- Knowledge of and passion for the organization and the relevant industry
- Sufficient time availability for board duties
- Strong diplomatic and interpersonal skills
- Personal qualities of integrity, credibility, and a passion for improving the lives of children and our community through play

### Responsibilities

The board of directors is legally and ethically responsible for all activities of the organization. While day-to-day operations are led by the Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

1. Determines how the organization will carry out its mission through long and short-range planning.
2. Adopts an annual budget and provides fiscal oversight.
3. Ensures our commitment to a diverse board and staff that reflects the communities we serve is met through identifying and recruiting new board members.
4. Assists with orienting and developing board members.
5. Hires and evaluates the performance of the executive director. Contributes to an annual performance evaluation of the Executive Director.
6. Evaluates its performance and overall performance of the organization in achieving the mission.
7. Establishes policies for the effective management of the organization.
8. Be familiar with the organization's programs, policies, and operations
9. Understand and promote the organization's mission
10. Attend board meetings and appropriate committee meetings
11. Actively serve on at least one committee and offer to take on special assignments
12. Review agenda and supporting documents prior to meetings. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
13. Participate in fundraising activities and special events
14. Make an annual contribution to the organization commensurate with ability to the organization (in order to achieve 100% board giving).
15. Sell tickets to fundraising events.
16. Recruit sponsors, as needed.
17. Identify and cultivate potential donors.
18. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
19. Gets to know other board and committee members and builds a collegial working relationship that contributes to consensus. Fosters a welcoming, inclusive environment.
20. Support the organization and its officers in times of crisis or controversy.
21. Exercise loyalty to Kids 'N' Stuff and respect confidentiality regarding internal affairs
22. Takes on special projects and tasks based on interest, qualifications, and organizational need.