

Job Title: Wilton House Museum Board

Purpose: To advance the maintenance and management of Wilton House Museum, its collection and grounds according to the highest standards of stewardship, and in accordance with the mission and policies determined by the Board of Managers. The Museum Board is autonomous so long as it acts within its budget and adheres to its mission.

Major Duties: *In addition to Major Duties as outlined for Board Members:*

- Carries out the purpose as described above;
- Acts as the autonomous Board of the museum house;
- Implements procedures according to the museum's Collections Management Policy;
- Reviews interpretive and furnishings plans to determine historical accuracy;
- Addresses maintenance needs for historic structure and grounds following a strategic maintenance plan;
- Serves as a resource for developing programs and interpretive plans;
- Works on National projects, especially one that would be of benefit to the Virginia Society;
- May invite other Virginia Society members and/or members of the community with related expertise to be part of the committee, and are in fact encouraged to do so;
- The Museum Board chairman is authorized to select the members of her committee, and will include representatives from each Town and County Committee;
- The Virginia Society Board of Managers will set the goals of the overall organization, while the committee/museum board will set its own strategies for reaching those goals related to the museum;
- Prior to the first meeting of every fiscal year, the President, Executive Director and Museum Board Chairman will meet to review the goals and expectations set by the board;
- Committees will meet at least every other month, alternating with full Virginia Society board meetings;
- The chairman of the Museum Board serves *ex officio* on the Finance Committee ;
- The chairman will report in writing at the following board meeting the progress and activities of the committee;
- The President, the Executive Director, the Finance Chairman, the Development Chairman, the Historical Activities Chairman, representatives from each Town and County Committee, and the Docent Liaison serve on the Museum Board *ex officio*. They will be copied on all committee correspondence;
- Staff persons present at Museum Board meetings will be present to assist because of knowledge of the actual day-to-day operations. An important function of the chairman of is to protect the staff from being assigned inappropriate tasks.

Time Commitment: 5-10 hours per month, or as required; inclusive of board meetings. It is strongly recommended that the Chairman or a member of the Museum Board should be available to attend Biennial workshops and Regional conferences at her own expense.

Length of Term: Set in accordance with committee policies and procedures

Qualifications: *In addition to Board Member Qualifications,*

- Interest in history and preservation helpful
- Experience or interest in the Fine and Decorative Arts helpful, but not required
- Computer skills required

Benefits: *In addition to Board Member Benefits,*

- Continued personal enrichment in history and preservation
- Satisfaction of leading an organization with proven success since 1892
- Opportunity to create change in the organization and the community, particularly regarding education, historic preservation and public perception