



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 Executive Director, 1 full-time Outreach Director, 2 part-time floor staff, various part-time work study College students

Time Commitment

- Each director is asked to commit to one three-year term beginning in January 2023. Directors may serve up to two consecutive terms
- The full board meets approximately 6-12 times per year. Meetings are generally on Tuesdays, alternating from 8:30 - 9:30 AM and 7:30 - 8:30 PM 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 Board Chair and/or members of the 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, legal, construction/carpentry, and strategic planning to apply*

Kids 'N' Stuff children's museum

Job Description

Position Title:	Member of the Board of Directors
Length of Term:	Three Years (eligible for re-appointment for one additional term)
Reports To:	Entire Board of Directors
Last Updated:	October 2022

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 and is knowledgeable about policies for the effective management of the organization's programs and operations.
8. Understand and promote the organization's mission
9. Attend and actively participate in board meetings and appropriate committee meetings
10. 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.
11. Participate in fundraising activities and special events
12. Make an annual contribution to the organization commensurate with ability (in order to achieve 100% board giving) and contributes to organizational fundraising events, including but not limited to in-kind donations or recruitment of event sponsors.
13. Identify and cultivate potential donors.
14. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
15. Gets to know other board and committee members and builds a collegial working relationship that contributes to consensus. Fosters a welcoming, inclusive environment.
16. Support the organization and its officers in times of crisis or controversy.
17. Exercise loyalty to Kids 'N' Stuff and respect confidentiality regarding internal affairs
18. Takes on special projects and tasks based on interest, qualifications, and organizational need.