



NEMA BOARD DUTIES

MEETINGS

- Attend 5 meetings per year: December, March, June, September, November (annual meeting at Conference).
- Attend Board retreats, scheduled from time to time.
- Attend Board/PAG Breakfast at Conference.
- President is invited to attend Council of Regional Association meetings. These are generally held twice a year, one in Washington in the winter and the other during AAM's annual conference.

MEMBERSHIP, RESOURCES & INFORMATION

- Board members are required to maintain a NEMA membership in good standing and ask their institutions to maintain institutional membership (if applicable).
- Board members are encouraged to contribute to the NEMA annual appeal.
- Register your museum to participate in NEMA's Museum Admission Program, offering free or discounted admission to other NEMA members (if applicable).
- Submit museum policies and other documents for NEMA's Museum Document Exchange program.
- Share experience and expertise with the NEMA membership on request, respond to inquiries from NEMA members.
- When requested, submit information for publication in *New England Museums Now*.
- Promote NEMA and encourage new members.

NEW ENGLAND MUSEUMS NOW (QUARTERLY JOURNAL)

- President: Letter from President
- Board Members: Supply information from the field; contribute articles in areas of expertise.

ANNUAL CONFERENCE & WORKSHOPS

- Submit programming/session ideas for conference; due around February 1 of each year.
- Help plan, organize, and implement workshops, based on area of expertise.
- Perform duties as assigned during the conference such as acting as a Conference Ambassador, welcoming, attending the “Newcomers” meeting, etc.

NEMA BOARD COMMITTEES & TASK FORCES

EXECUTIVE COMMITTEE (STANDING COMMITTEE)

“Executive Committee, whose members shall consist of the president, the first vice president, the vice presidents, the treasurer, and the clerk, may meet between meetings of the Board and shall possess and may exercise all authority of the Board.”

--By-laws, Article IV, Section 15a

The Executive Committee consists of the NEMA officers:

President:

The President leads the organization as its chief elected officer, serves as chair of the Board of Directors and the Executive Committee, and lends guidance to the Executive Director in carrying out the operations of the Association. The specific duties of the President include:

1. nominate directors to serve on each committee and designate a chair of each, subject to approval of the Board;
2. serve as an *ex officio* member of all committees, with vote;
3. preside over the annual meeting, meetings of the Board of Directors, and the Executive Committee;
4. report to the membership at the annual meeting and through the NEMA quarterly journal;
5. invited to serve as a representative to the AAM Council of Regional Associations, along with the NEMA Executive Director; this entails travel to the AAM/CRA winter meeting in Washington, DC, typically in February of each year, and to the CRA meeting that takes place in conjunction with the AAM Annual Meeting in various locations of the U.S.

First Vice-President:

In the absence or disability of the president, his or her powers and duties shall be performed by the first vice president. The first vice president shall have such other powers and perform such other duties as the directors shall from time to time designate.

Vice-Presidents:

Each vice president shall have such other powers and perform such other duties as the directors shall from time to time designate.

Treasurer:

The treasurer shall have general responsibility for the financial affairs of the corporation and shall oversee the formulation and development of overall fiscal policy for the corporation. The treasurer, who shall be a member of the Audit and Finance Committee, shall review the periodic financial reports prepared by the Executive Director or other designated employee of the corporation and shall report them with comment to the Board. The treasurer shall also have such powers and duties as customarily belong to the office of treasurer or as may be designated from time to time by the president or the Board of Directors.

Clerk:

The Clerk is responsible for the maintenance of its records in accordance with state law. The Clerk's specific duties include:

1. record in books kept for the purpose all votes and proceedings of the members and of the directors at their meetings;
2. serve as a voting member of the Executive Committee;
3. serve as parliamentarian for the Association, monitoring its by-laws, assuring proper adherence to Association policies, and assuring appropriate board meeting procedures;
4. provide notice of elections and proposed by-law revisions as required by the by-laws.

GOVERNANCE AND ETHICS COMMITTEE (STANDING COMMITTEE)

“Governance and Ethics Committee shall be responsible for ensuring effective engagement of the Board through a continuous process of board cultivation, recruitment, development, education, and assessment. The Governance Committee is responsible for periodic review of governing documents.”

--By-laws, Article IV, Section 15b

AUDIT AND FINANCE COMMITTEE (STANDING COMMITTEE)

Audit and Finance Committee shall review fiscal policy and its implementation and shall develop and monitor the annual operating budget of the corporation. The Finance Committee shall provide oversight to the audit process through activities which will include review of the financial information presented in the annual audit as well as the system of internal controls. The Audit and Finance Committee will develop and implement an investment policy and guidelines, oversee the portfolio’s performance, and make recommendations to the Board concerning any changes in investment policies or guidelines and the engagement of investment managers.

--By-laws, Article IV, Section 15c

NOMINATING COMMITTEE (STANDING COMMITTEE)

“At least 120 days prior to each annual meeting, the president shall appoint a Nominating Committee of not fewer than 3 directors. It shall be the duty of the Nominating Committee to nominate at least one member for each vacancy, including any unexpired term vacancy, for which elections are being held. The Nominating Committee shall file its nominations with the clerk at least 90 days prior to the annual meeting, which nominations are subject to approval of the Board.

--By-laws, Article IV, Section 3

OTHER COMMITTEES AND TASK FORCES

The NEMA Board from time to time creates additional committees and task forces to implement the work of the Board. These currently include:

- Advocacy Committee, which traditionally includes at least one board member from each of the New England states; this committee advises the NEMA staff and Board on governmental issues of regional concern.
- Membership Committee, which advises the NEMA staff regarding strategies for improving the value and vitality of NEMA membership.
- Conference Program Task Force, which helps the NEMA staff develop a strong annual conference program by reviewing session proposals and attending a one-day annual task force meeting.
- Conference Scholarship Task Force, which helps the NEMA staff review annual conference scholarship applications.
- Mission Statement Task Force, which reviews the NEMA mission statement and makes recommendations to the Board for improvements.
- Diversity Task Force, which helps NEMA create strategies, thought leadership, and action steps for diversifying the museum field

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