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## ***Board Member Guide for the Friends of T.C. Steele State Historic Site, Inc.***

*This document is intended to provide guidance for new and existing board members in an effort to insure fiduciary responsibilities and general board commitment and engagement is insured.*

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**Membership:** Board members must be current members of the Friends of T.C. Steele State Historic Site, Inc. A board member may not vote if he/she is behind in their annual membership fee. A board member who is more than 60 days arrears in payment of their annual membership fee will be dismissed from the board.

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**Term:** The duration of board membership is three years. Shorter term durations are acceptable for returning board members with special needs if approved by a majority vote of the full board. A leave of absence may also be granted by the president for extenuating circumstances where the board member would like to remain on the board, but needs time to address personal or professional challenges, including college and graduate school.

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**Meeting Frequency:** The board holds six meetings per year. Board members are expected to attend (In person or electronically) at least four of the board meetings each year. When board members cannot attend a meeting they must provide prior notice by email to the board President and Secretary to give their proxy to another member who will be attending with copies.

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**Volunteer:** All board members are expected to volunteer at least 8 hours each year at programs or events or in the Museum Shop and to recruit at least one volunteer or potential board member each year.

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**Proposals/concerns:** Board members who have potential proposals or concerns should initially communicate with the President who will determine if the matter should be added to the meeting agenda or handled outside the meeting. Concerns about specific actions or general conflicts of other board members, independent contractors or site staff members are to be discussed privately with the President who will determine the proper next step.



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**Meeting Preparation:** Board members are expected to read past meeting minutes and current reports or proposals *prior to each meeting*. Board members are expected to verbally contribute to board meetings in a constructive, professional manner. Board members will review “Robert’s Rules of Order” to help make board meetings more efficient. A copy of this parliamentary authority will be present at each board meeting. Committee Chairs are required to provide updates using committee report template for inclusion in each board packet.

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**Communication:** Since the approved method for board communications is email, it is expected that board members have a working email address and will frequently check their email and promptly respond when needed. If a member’s computer will be out of operation for an extended time or they will not have access to their email during travel, they should contact the President and provide the temporary contact information. Because emails can sometimes be routed to spam folders, the President will attempt telephone contact with members who, for the first time only, have not responded to an email which calls for a vote or a request for responses on an issue from all members. Repeated failure of a member to read and respond to such emails may result in dismissal from the board.

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**Conflict of Interest:** No board member shall vote on a matter in which he/she has a conflict of interest. Any public issue concerning an active board member which could potentially cause problems for the Friends or the Indiana State Museum Historic Sites must be promptly disclosed to the President in writing.

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New board members who have not previously done extensive volunteer work at the Site shall participate in a mentored preparatory program that will focus on the following objectives:

*First year:*

1. Attend an orientation of the T.C. Steele State Historic Site, gardens and trail heads and briefing by the President.
2. Become acquainted with the Site staff, the other board members and the independent contractors working for the Friends.
3. Review in detail the bylaws, strategic plan, annual report, budget, web site and board meeting minutes.
4. Become introduced to the lives of T.C. & Selma Steele and the artistic work of T.C. Steele and the other key painters of his time in Indiana.



5. Read the contract between the Friends and the ISMHS and become knowledgeable about the divisions of responsibility and the ISMHS website.
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Second year:

1. Should attend and assist at one or more programs or events at the Site.
2. Should join one committee or assist one of the officers in preparation for future service in that position.
3. Should also visit the Indiana State Museum and at least one other State Historic Site or a location connected with the life of TC Steele.
4. Should also become knowledgeable of the arts groups and their supporting councils, foundations and civic groups in Nashville and Bloomington, or their city of residence.
5. Should visit the T.C. Steele Boyhood Home, The Hermitage, Tinker/Talbot Historic Site, and Franklin Hall on the Indiana University campus.

Third Year:

1. Should chair a committee or serve as an officer if nominated.
2. Should recruit and mentor a new board member.

Board members who are returning for an additional term or new members who have previously volunteer extensively at the Site are expected to either lead a committee or serve as an officer, if nominated, during at least one of the three years of their term. They are also expected to mentor at least one new board member during their term. And they are also expected to visit at least one other State Historic Site or a location connected with the life of T.C. Steele during their term.

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Board Member Signature: \_\_\_\_\_

Term Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Board Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*Authored and approved as a "guide" for board members by the executive committee of the board and reviewed annually.*

*Revised 1/16/2019*