



## Board Member At-Large

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**Job Description:** Board Member At-Large<sup>1</sup>

**Name of Organization:** T.C. Steele State Historic Site, Inc.

**Incorporated:** August 16, 1991, Indiana, 501c3

<sup>1</sup>Note: The number of Directors shall not be less than five (5) nor more than eighteen (18) and shall consist of all officers, special committee chairs and elected Directors.

**Mission:** *The mission of the Friends of T.C. Steele State Historic Site is to support this historic property and collections where T.C. Steele lived and painted through providing financial support and fostering local, national and international engagement, as well as providing resources for scholars, students and artists and the general public.*

### **Role and Responsibilities:**

- Serves as active member of board and participates constructively with professional decorum at board meetings, with committee work and at all events.
- Attends board meetings, semi-annual strategic planning meeting, and committee meetings.
- Reviews business plans on regular basis and actively assists in the execution of tactical and strategic plans.
- Participates on one committee per year, and should seek to chair committee after one year of committee experience.
- Committee chairs submit committee report using Committee Report template to the Vice President one week prior to board meetings.
- Uses software as appropriate to provide reports and complete committee work, i.e. SharePoint, PowerPoint, Excel, Word.
- Reviews outcomes and metrics created by *Friends of T.C. Steele State Historic Site, Inc.* for evaluating performance, impact, and effectiveness using the key performance metrics (KPI's) outlined in the strategic plan and provides input at board meetings.
- Identifies prospective board member candidates and provides input and evaluation to the executive committee, which serves as the nominating committee in recruiting board members.
- Acts as an ambassador for the organization.
- Continuously self-educates using Board Member Guide as resource.
- Supports the orientation of *Friends of T.C. Steele State Historic Site, Inc.* maintaining a commitment to a diverse board and staff that reflects the communities and members the historic site serves.



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**Board terms:** *Friends of T.C. Steele State Historic Site Inc.* Board Member At-Large will serve a three-year term and be eligible for re-appointment to additional terms at the discretion of the executive committee. Board meetings will be held quarterly and executive committee meetings will be held in coordination with full board meetings or during times convenient to committee members and/or scheduled by the President and Board Chairman.

**Qualifications:** This is an excellent opportunity for an individual who is passionate about art, history and the success of *Friends of T.C. Steele State Historic Site, Inc.* beneficiaries; and who has the time needed to invest in this volunteer position. Ideal candidates will have the following qualifications:

- Experience with mission driven task assignment and completion in a team based environment in business, education, government, philanthropy, or the nonprofit sector.
- Demonstrated experience with public/private events, e.g. serving as volunteer, fundraising, hosting, registration, set-up/tear-down.
- Commitment to learn and understand *Friends of T.C. Steele State Historic Site, Inc.* mission and beneficiaries and willingness to self-educate on the legacy and history of T.C. Steele and the historic site; and clear commitment toward fulfilling requirements of Board Member Guide.
- Solid diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Strong written and oral communication skills, and an orientation toward timely follow-up in communication and assignments.
- Proficiency in software tools such as QuickBooks, SharePoint, Salesforce, and Microsoft Office suite of products, e.g. Access, Excel, PowerPoint, Word and Outlook.
- Personal qualities of integrity, credibility, and a passion for preserving and improving the historic site and serving the members of *Friends of T.C. Steele State Historic Site, Inc.*
- Must have successfully completed reference/background check administered by the executive committee.

**Website:** [www.tcsteele.org](http://www.tcsteele.org)

*Approved by executive committee January 19, 2019*

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