



## NICOLLET COUNTY HISTORICAL SOCIETY

### Board of Directors Candidate Application

**The Nicollet County Historical Society is now accepting applications for the Society's Board of Directors. Applications are due by November 15, 2019.**

#### **HISTORICAL SOCIETY'S MISSION**

The mission of the Nicollet County Historical Society shall be the discovery, preservation, and dissemination of knowledge about the history of Nicollet County and the State of Minnesota.

#### **NCHS BOARD OF DIRECTORS**

The Nicollet County Historical Society is governed by a Board of Directors. One term is three years. Board meetings are held bi-monthly at 6:30 p.m on the fourth Monday.

#### **APPLICATION INFORMATION**

The Nominating Committee is seeking candidates to fill vacant seats on the Board to begin in January 2020. We are looking for individuals from any of the cities or townships across greater Nicollet County and from various professional backgrounds. You must live or work in Nicollet County to be eligible for our Board.

The Historical Society has big goals for the next five years and this is an exciting time with a lot of work ahead of us.

The following packet contains the application to be completed and additional support materials about NCHS and the Board of Directors. **Applications are due by November 15, 2019** and positions will begin in January 2020.

If you have any questions, please contact NCHS Executive Director Jessica Becker at (507) 934-2160 or email [director@nchsmn.org](mailto:director@nchsmn.org).

Thank you for your interest in NCHS!

# Nicollet County Historical Society (NCHS)

## Job Description Members of the Board of Directors

The members of the Board of Directors of the Nicollet County Historical Society shall serve the organization in the following areas:

1. Establishing general administrative policies  
Guiding organizational planning  
Developing and approving the annual budget
2. Increasing financial support of the Society by:
  - Assisting with development of fund-raising strategy
  - Assisting staff or fund-raising committees by making contacts with and presentations to potential donors
3. Showing personal commitment to the Society by:
  - Paying annual membership dues (or donation by Life members) at a level appropriate to each member's circumstances
4. Attending a majority of Board meetings in each calendar year, as required by the By-Laws of the Society
  - Serving as liaison on standing committee/s; attend meetings of committee/s to which appointed
  - Drawing on personal network to help Society
  - Providing professional services to the Society without charge, or for the lowest possible fee
  - Buying tickets to and attending Society events and fund-raisers.
5. Increasing community awareness of the Society by promoting it through social and business contacts
6. Providing for the employment of staff, setting salaries, establishing job descriptions, and supervising staff activities.

**First approved by Board of Directors: 18 June 1990**

**Reviewed and re-approved: \_\_\_\_\_**



# NICOLLET COUNTY HISTORICAL SOCIETY

## Board of Directors Candidate Application

### APPLICANT INFORMATION

Last Name		First		Date of birth	
Street Address				Apartment/Unit #	
City			State		ZIP
Phone			E-mail Address		

### EDUCATION

High School		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			City, State		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			City, State		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

### REFERENCES

*Please list two professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

### EMPLOYMENT

Company	Phone
Address	
Job Title	
Responsibilities	

**QUESTIONNAIRE**

Please answer the following questions

1. Please review the Board of Directors job description. Will your schedule allow for you to be a committed Board Member?

2. Being selected as a NCHS Director will be a rewarding experience. What motivates you to serve on the NCHS Board of Directors?

3. How do you feel NCHS would benefit from your involvement on the Board?

4. Describe your past and present civic leadership and/or volunteer involvement.

5. What best describes your areas of expertise or skills? (Check all that apply.)

- |                        |                            |                        |                                 |                           |
|------------------------|----------------------------|------------------------|---------------------------------|---------------------------|
| Accounting/Finance     | Human Resources            | Facilities maintenance | Fundraising                     | Administration/Management |
| Information Technology | Marketing/Public Relations | Education              | Nonprofit experience/management |                           |
| Legal                  | Community outreach         | Event management       | Other:                          |                           |

6. Please list any groups or organizations that you could serve as a liaison to on behalf of NCHS.

7. Additional information: What else would you like us to know?

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

Signature

Date

**Thank you for applying.**