

## Recruitment for WaMA Board of Directors

The Washington Museum Association is currently recruiting new board members to fill open and/or upcoming seats. We are seeking nominations for board members who are committed to the museum field and believe in WaMA's mission.

### Qualifications:

Serving on the WaMA Board is a meaningful way to engage in the broader museum community as the organization addresses the challenges and opportunities for museums in Washington State. It is also a thought-provoking opportunity to work with and learn from colleagues.

The board meets at least five times a year at various museum locations in the state and at least once by teleconference call.

Board members serve a term of three years and can be reelected for a second term. Board members also serve on committees and are active participants in the annual conference and workshops. The time commitment for board members is 5-10 hours per month, depending on time of year and organizational role.

### Expectations:

WaMA board members perform the following duties, among others:

- Attend regular board meetings either in-person or by teleconference call;
- Participate as a voting member;
- Actively participate in committees and/or work toward strategic plan goals;
- Actively participate in conference organizing;
- Attend the annual conference, usually in June;
- Use their networks to promote WaMA's annual conference to potential attendees, exhibitors, and sponsors;
- Advocate for Washington's museums; and
- Actively promote WaMA's mission.

### Eligibility:

Anyone holding membership in WaMA is eligible to apply. Competitive applications should have a track record of commitment to the museum community; involvement and service to the organization; and proof of institutional/company support as applicable. WaMA is committed to ensuring diversity in its board representation.

### Selection process:

Candidates must submit their completed application by **February 21**. The Committee will then review the applications and invite candidates to the April board meeting and social event. Candidates will attend the annual conference in June, where the Board-approved slate of candidates will be formally voted on by the WaMA membership.

### To Apply:

Complete the nomination form found in this packet and email it along with your resume or CV to [contact@washingtonmuseumassociation.org](mailto:contact@washingtonmuseumassociation.org) by **February 21**.

Washington Museum Association

**JOB DESCRIPTION**

Position: Board of Directors

**Basic Function:**

The Board of Directors controls the affairs of the Washington Museum Association and assumes responsibility for the functioning of the Washington Museum Association.

**Scope:**

Each Director shares responsibility for the basic functioning of the Washington Museum Association.

**Specifically, as a decision making body, the Board:**

1. Formulates policy and makes policy decisions
2. Approves the appointment of all chairpersons
3. Approves any and all expenditures not already in the budget
4. Is accountable to the membership and to the by-laws
5. Recommends nominations to fill vacancies on the Board
6. Periodically brings before the membership amendments to the by-laws

**Specifically, as individuals, Board Members:**

- Must make a conscientious effort to attend all meetings of the Board. Three unexcused absences are grounds for termination of office.
- Have the authority to initiate action for Board consideration and participation in action.
- Should be willing to perform such duties, with individual capabilities, as may be requested by the President of the Board.
- Provide support in planning and promoting the Annual Meeting/Conference, including securing financial sponsorships and solicitation/donation of silent auction items
- Directors shall serve without compensation.

**Term:**

Board positions are for three years and shall assume office on July 1 following election. Board members are eligible to serve two consecutive terms (6 years) before a mandatory hiatus of one year.

**Time commitment:**

Five to eight meetings per year for the board; committees will meet as needed.

Washington Museum Association  
**Board of Directors Nomination Form**

The WaMA Board Nominations Committee is currently accepting recommendations for nomination to the WaMA Board of Directors.

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*Please fill out the following (on this form or as a separate document):*

Person Making Recommendation (if applicable):

Title/Organization:

Phone:

Email:

Candidate Name:

Title:

Organization:

Phone:

Email:

Recommendations should also include the following information:

1. How long the candidate has been involved in the museum field.
2. A description of the candidate's current role in his/her/their institution/museum industry and how long the candidate has been in his/her/their current position.
3. The candidate's past interactions or involvement with WaMA.
4. Any particular area(s) of expertise that the candidate could bring to the WaMA Board.
5. The candidate's interest in being a WaMA Board Member and specific interests in supporting the museum field in Washington State.