



## OHIO MUSEUMS ASSOCIATION

### What is Expected of OMA Board Members?

Ohio Museum Association members who agree to serve on the Board will want to know what is expected of them. Service on the Board is like that of a board of directors for a museum or other nonprofit organization. We need people who are willing to be active and committed to the Association's mission.

Board members' responsibilities are:

- **Attend Board meetings**

The OMA board meets five times per year. Four meetings are held in person: One meeting is held at the annual conference, with three additional on-site meetings that are usually held in the Columbus area. The board will also meet via conference call once a year. Board meetings are held the first Monday of June, August, November and February, as well as Conference Sunday.

- **Attend the Annual Conference**

Board members should attend the Annual Conference (held each spring) and take part in activities such as the Board meeting, serving as session monitors (making sure speakers have what they need, distributing/collecting evaluations, etc.), helping with evening events, and other duties as needed.

If a board member cannot attend the annual conference, each member is responsible to sponsoring an attendee in their stead.

- **Financial Support for OMA**

Financial support for OMA is important. Members of the Board are required to hold an individual membership to the organization (\$40). The OMA board also holds annual Director and Officer insurance that each board member helps to subsidize (\$30). Board members are also encouraged to show their annual financial commitment through donation to OMA's general or scholarship fund, securing a Business as a member, exhibitor or sponsor for the OMA annual conference – whatever is most appropriate and comfortable for your budget level. Board members may be asked to solicit new memberships during membership campaigns.

- **Support OMA at your Museum**

Board members should encourage their museum's participation in OMA by making sure their museum knows about OMA membership; our third-party partnerships with CompManagement and OPOC healthcare; OMA conference, workshops and other events; the annual awards program, etc. Board members should encourage giving by their institutions as well through memberships and sponsorships when applicable.

- **Committee Participation**

Active participation on at least one of the following committees is expected:

- Advocacy
- Finance and Development
- Membership and Outreach
- Professional Development

# OMA Board of Trustees Performance Expectations

OMA Mission: The Ohio Museums Association connects, educates, empowers, and advocates for the Ohio museum community.

OMA Goals as outlined in our 2017-2021 Strategic Plan:

- Value: Offer increased value for our members and reach new audiences
- Visibility and Relevance: Maintain a strong, visible, and relevant presence with our members and the museum community
- Sustainability: Build a financially stable and sustainable association in order to provide the best possible service and leadership to the Ohio museum community

Vision: The Ohio Museums Association supports innovative learning and contributes to the vitality of life in our communities by promoting the growth and sustainability of Ohio museums.



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## Participation

- Preparation and Information Gathering
  - Become knowledgeable about the history and purpose of OMA.
  - Seek information about programs, staff, and issues being faced.
  - Respond promptly to meetings, notices and requests.
- Attendance and Active Involvement
  - Attend scheduled board meetings.
  - Attend annual conference in the spring.
  - Attend meetings of other groups, committees and special projects.
  - Get involved in determining OMA mission, goals and setting policy to guide staff and insure sound programs, fiscal and administrative management.

## Personal Support

- Be a member of OMA in good standing.
- Make an annual financial contribution to a level of personal significance.
- Use expertise and experience on behalf of OMA.
- Initiate and/or carry out at least one special project to task during committee assignment annually.
- Make OMA the top one or two charitable, non-profit interest during tenure as board member.

## Involve Others

- Introduction and Cultivation
  - Wherever you go, be prepared and seek opportunities to talk about OMA.
  - Introduce new people to OMA and its programs.
  - Be alert to ways in which new people may become involved.
  - Identify prospective volunteers, board members, and OMA members, and give leadership to their cultivation.
- Securing Financial Support
  - Identify prospective members and donors.
  - Participate in fundraising efforts.
  - Be willing to make donor asks, thank you calls, and visits.

## Advocate for The Cause

- Use every opportunity to increase the visibility of OMA in various committees such as city, state, clubs, etc.
- Make contact with all levels of governmental representatives to help improve funding and services for museums on behalf of OMA and museums across Ohio and the country.

## Support One Another

- Work cooperatively with other board and staff members keeping the mission and goals in mind.
- Express encouragement, support and appreciation for work or board members and staff.