



# MINNESOTA ACADEMY OF SCIENCE

## Board Director Roles & Responsibilities

**Title:** Board Director

**Purpose:**

Members of the MAS Board of Directors accept and act on the legal authority given them to govern and carry out the mission of the organization.

***OUR MISSION***

*Founded in 1873, the Minnesota Academy of Science (MAS) is a statewide organization committed to advancing science, technology, engineering, and math (STEM) in Minnesota by connecting aspiring STEM students and practicing STEM professionals with resources and opportunities to engage in STEM learning, research, and communication—and to recognize excellence in these areas.*

**Qualifications:**

An interest in promoting and supporting STEM in Minnesota by sharing your time, talent, and treasure, a willingness to grow and collaborate, and a passion for the mission of MAS. Volunteer experience with MAS or related STEM organizations is preferred.

**Major Roles & Responsibilities:**

All board members are expected to contribute to the best of their ability in each of the following areas.

**I. Work**

- a. Regularly attend board meetings and important related meetings.
- b. Participate actively in committee work and planning.
- c. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- d. Stay informed about board and committee matters; prepare for meetings; and review and comment on minutes and reports.
- e. Set overall the mission and goals for the organization.
- f. Set organizational policies.
- g. Get to know other board and committee members and build a collegial working relationship that contributes to consensus.

## II. Wealth

Board members should contribute wealth, broadly defined. Mechanisms to contribute financially include:

- a. Make a personal gift to the organization in an amount that is significant to you. This can be done in the form of cash or marketable securities.
- b. Connect MAS to individuals you believe might make a financial gift to the Academy and ask for their support.
- c. Find a corporate sponsor or individual sponsors for our programs. Connect MAS staff to such sponsorship prospects for follow-up as needed.
- d. Include the Minnesota Academy of Science in your estate planning.
- e. Maintain and further develop corporate and/or foundation relationships/donations.

Contributions of time or expertise by board members are considered as valuable as financial contributions. Such contributions can include volunteering at MAS-sponsored events and securing event space or other resources.

## III. Wisdom

You might have ideas for strengthening and improving our organization that we have not thought of—or you might know how we can pursue existing initiatives better.

- a. Share your vision, insight, and expertise in any of these key areas: development, marketing, membership growth, or programs.
- b. Actively participate in discussions and bring new ideas and programs forward for board consideration.
- c. Use independent judgment when voting.
- d. Avoid conflicts of interest and self-dealing.
- e. Enhance community awareness and promote the organization.

### **Time Commitment:**

Board members are asked to attend 2-hour monthly or bi-monthly Board meetings as well as any scheduled committee meetings. Preparation for Board meetings can involve the review of documents and reports provided by staff or the preparation of reports to the Board. The **estimated time commitment per month** is as follows, although this can vary greatly according to the time of year and is in addition to volunteer hours served assisting MAS programs. Board members in leadership roles (officers, committee chairs) can expect to give additional hours as needed.

Board meeting attendance: 2 hours

Board meeting preparation: 1-2 hours

Committee meeting attendance: 1-2 hours per committee

Committee work / preparation: 1-2 hours per committee

Development Activity Agreement obligations: 1-2 hours

**Supervision / Relationships:**

The MAS Board hires the Executive Director and establishes a system of review of the ED's performance based on the established job description and annual work plan. The Board may advise the ED on recruitment and selection of staff. The ED provides regular updates to the Board on the financial health and status of the organization as well as MAS programs and general operations. The ED is responsible for hiring and supervising the work of all paid staff and contractors and for the daily operations of MAS. Board members may call on MAS staff to discuss program and policy goals and objectives and ask any questions they feel are necessary to carry out their fiscal, moral, and legal responsibilities to the organization. Requests for staff time by directors are made via the ED; individual board members do not direct staff to complete tasks.

**Benefits:**

The benefits of serving as an MAS Board Director include opportunities to: expand your network; contribute to your community; enhance your soft skills; learn new things outside of your professional role; and work in a setting that allows you to practice consensus-building.