



Board Orientation

2024

Humanities
MONTANA

Welcome & Gratitude

Land Acknowledgement
& Introductions

Humanities
MONTANA

Agenda

- Overview: Mission and History
- Board Overview:
Responsibilities &
Expectations
- Questions and Reflection
- Break (15 mins)
- Organizational Overview
- Financial Position
- Legal Framework and
Guiding Documents
- Board Portal Overview
- Questions
- Closing and Thank you
- Lunch Break

Mission and Purpose

Humanities Montana serves Montana's multicultural communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montanans' diverse history, literature, and philosophy.

To achieve our goal, Humanities Montana —

- provides programs that tell our diverse stories
- facilitates conversations about the most pressing issues
- supports Montana's cultural institutions through grants and partnerships
- offers humanities such as history, literature, and philosophy to nurture memory, imagination, and ideas

IDEA Statement

Humanities Montana Commitment to IDEA– Inclusion, Diversity, Equity, Access for all People

Embracing the intrinsic value and full humanity of all persons, Humanities Montana provides programs and experiences that nurture imagination and ideas through the diverse histories, literatures, cultures, and philosophies reflective of Montana's diverse communities.

While attending to racism, sexism, classism, homophobia, ableism, and other systemic inequities, we make a particular commitment to Montana's Indigenous Peoples, rural communities, and youth.

Approved by Humanities Montana Board of Directors, October 1, 2022

History

The Montana Committee for the Humanities was established in 1972 through funding from the National Endowment for the Humanities (NEH).



Ten Responsibilities of a Nonprofit Board

1. Determine mission and purpose, articulating Humanities Montana's goals, means, and primary constituents served, then actively advocate for the mission and goals.
2. Select the executive director, clarifying the responsibilities and undertaking a careful search to find the most qualified individual for the position.
3. Support and evaluate the executive director, ensuring that they have the moral and professional support needed to further the goals of HM.
4. Ensure effective strategic planning, actively participating in an overall strategic planning process and assisting in implementing and monitoring the strategic plan's goals.
5. Monitor and strengthen programs and services, determining which programs are consistent with HM's mission and monitoring their effectiveness.

Ten Responsibilities of a Nonprofit Board

6. Ensure adequate financial resources, securing the funding needed for the Humanities Montana to fulfill its mission.
7. Protect assets and provide proper financial oversight, developing the annual budget and ensuring that proper financial controls are in place.
8. Build and sustain a competent board, articulating prerequisites for candidates, orienting new members, and periodically and comprehensively evaluating their own performance.
9. Ensure legal and ethical integrity, adhering to legal standards and ethical norms.
10. Enhance Humanities Montana's public standing, clearly articulating and advocating for HM's mission, impact, and goals, and garnering support from the community.

Adapted From: Ingram, Richard T. Ten Basic Responsibilities of Nonprofit Boards (3rd ed.). Washington, DC: BoardSource, 2015.

Board Member Responsibilities

- Embrace the mission of Humanities Montana.
- Learn—and carry out—the legal responsibilities of the board.
- Learn enough about the Humanities Montana to portray it accurately.
- Attend all board meetings, retreats, and local special events.
- Come to board meetings prepared to participate fully.
- Participate in at least one committee
- Make an annual personal financial gift according to your means.
- Help with fundraising efforts in whatever way is most appropriate.
- Serve as an ambassador between the organization and the community.
- Communicate clearly and respectfully, and support the decisions of the full board, whether you agreed with the decision or not.
- Keep the staff informed about concerns in the community.
- Exercise loyalty and confidentiality in dealings with the board.
- Support the organization and officers in times of controversy or crisis.
- Fulfill commitments on time.

What you can expect from Humanities Montana

- Clear and reasonable expectations
- Consistent, timely communication from staff
- Access to any information about the organization needed to govern
- Training, encouragement, and strategic advice to carry out tasks
- Respect for the time, views, and talents you offer to the board

Board Leadership and Committees

David Dietrich, Chair & Esther Beth Sullivan, Vice Chair



Finance

Lynda Grande,
Chair

David Cates
Esther Beth Sullivan



Governance

Mary Hernandez,
Chair

Carol Bradley
Jeremy Carl
David Dietrich
W. Clark Whitehorn



Grants

Carla Holmstad,
Chair

Glory Blue Earth
Ray Ekness
Karen Reiff
Tim Wilson



Community Engagement

Jeanette Fregulia,
Chair

Jennifer Corning
Lathie Poole
Arian Randall

Governance vs Management

- 1) The role of the board is to **GOVERN**, while the role of the staff is to **MANAGE**.
- 2) The board determines **WHY** the organization exists (its mission or purpose) and **WHAT** the organization does in broad brush terms (for example, do you serve clients by doing something FOR them or by mobilizing them to solve their own issues; do you engage in prevention or mitigation?) while the staff (and committees or volunteers) determine **HOW** you go about that (which activities, which methods).

Governance vs Management

3) The board determines what **ENDS or OUTCOMES** the organization intends to achieve (what difference you mean to make) while the staff (or committees or volunteers) determine the **MEANS** by which the ends are achieved, or the **OUTPUTS** needed to reach the outcomes. (Outputs are quantifiable units of activity (number of performances or people fed or housed or trained, number of acres preserved, books read, legislators met with, etc. Outcomes are measurable changes in attitude, behavior or circumstance resulting directly from the outputs; what difference the outputs made.)

4) The board sets **POLICY** and the staff determine **PROCEDURES** that will ensure the policy is adhered to or followed

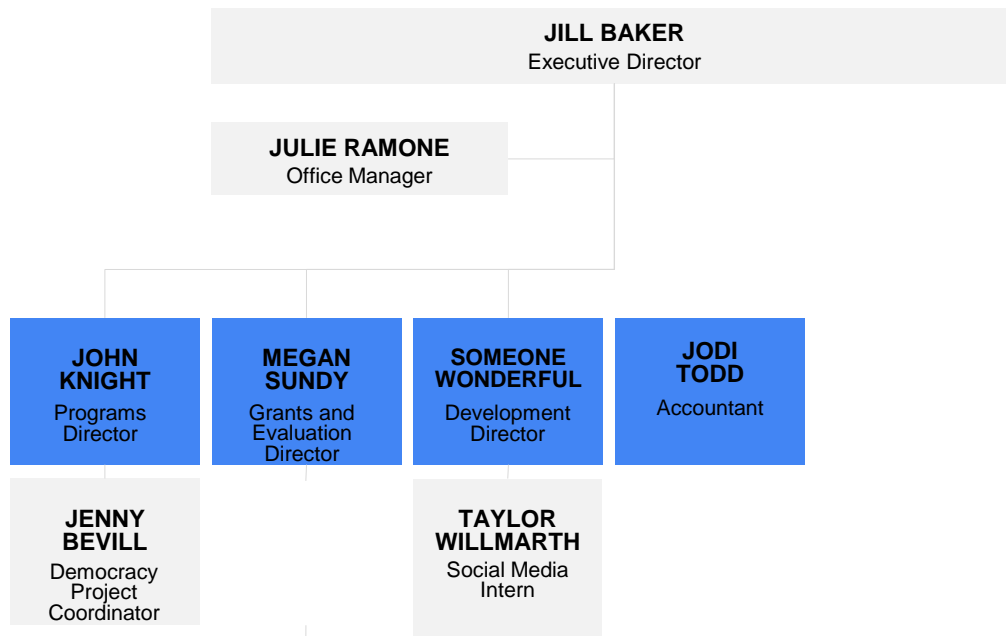
Board Processes

- Meetings: Agendas & Structure
 - Minutes and Public Comment
 - Board Cost Share
 - Preparation: Completing Surveys, etc.
 - Chain of Communication with HM Staff (please cc ED on communications with staff)
 - Bring HR concerns & public feedback to Board Chair and/or Executive Director
 - HM Compliance Officer- Jodi Todd
- Practicing Governance:**
- “Big” Decisions, Policy Setting, Checks and Balances, Board Culture, Meaningful Involvement



What hopes do you have for your board experience and contributions?

Questions and Reflections



ORGANIZATION CHART



Programs

- Speakers Bureau:
Speakers in the Schools
Montana Conversations
- The Democracy Project
- Hometown Humanities
- Montana Center for the Book



Grant Making

- Mini-Grants: Less than \$2000
- Community Project Grants: Between \$2000 and \$10,000
- Film and Video Grants: Between \$8,000 and \$10,000
- Research Fellowships: up to \$4,000
- Big Sky Reads: \$500



Development & Communications

- Currently hiring a Development Director
- Monthly E-Newsletter
- Website
- Social Media- Facebook, Instagram

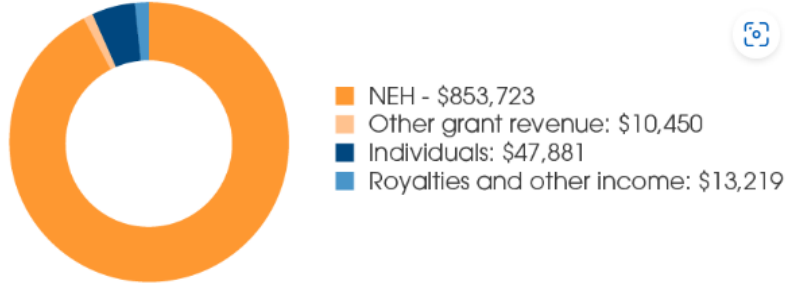
NEH & Federal/State Partnership

**“The arts and the humanities
belong to all the people
of the United States.”**

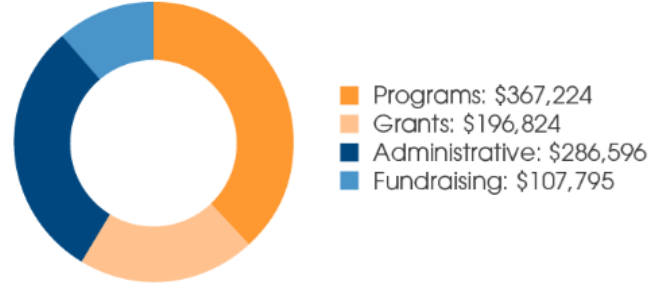
–National Foundation on the Arts and the Humanities Act of 1965

2022 Financial Position

Revenue



Expenses



*Statement of financial position at October 31, 2022. This position represents the fiscal year dates for Humanities Montana of November 1, 2021 – October 31, 2022.

Legal Framework & Guiding Documents



Board By-laws



Board Handbook



HM Policies and Procedures Manuals
Financial & Personnel



D & O Insurance Coverage

Welcome to the Humanities Montana Board Portal



QUICK LINKS

TOOLS

- > [Foundant](#)
- > [Board Resources](#)
- > [Board Meeting Packets](#)
- > [Board Meeting Minutes](#)
- > [Board Calendar](#)
- > [Event Calendar](#)

COMMITTEES

- > [Executive Committee](#)
- > [Finance and Audit Committee](#)
- > [Grants Committee](#)

Board Calendar

Today ← → February 2024 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Feb 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Board Orientation 1pm Helena Board P	24 Sam Helena Board P
25	26	27	28	29	Mar 1	2

Events shown in time zone: Mountain Time - Denver Google Calendar



Thank you!

WWW.HUMANITIESMONTANA.ORG
311 Brantly, Missoula, MT 59812
(406) 243-6022

Humanities
MONTANA