

# Humanities Montana Executive Board

## Joining the Board

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Humanities Montana welcomes applications and nominations for the Humanities Montana board of directors. The state-wide nonprofit board represents the geographic regions and demographic makeup of today's Montana and strives to sustain a balance among scholars in the humanities, civic and business leaders, and the general public. The organization is especially encouraging applications from individuals who are passionate about the humanities and broadly representative of the citizens of the various civic, ethnic, and minority group interests. Those with strong philanthropic interests, humanities scholarship, and connections to rural communities are especially urged to apply.

Nominations should be no more than 600 words and should address why the individual is a good match and how they can contribute to the board of directors.

Requested materials from applicants:

- A letter of interest
- Prior board member experience with emphasis on core competencies
- Resume
- Two letters of recommendation

Humanities Montana is Montana's state humanities council and is governed by a volunteer board of directors. Board members meet three times a year in person and occasionally by conference call to review grants, review and approve programs, build the organization through outreach and fundraising, and generally support the mission of the organization. Additional information about Humanities Montana's board can be found [here](#).

Please send these to:

**Humanities Montana**  
**311 Brantly**  
**Missoula, MT 59812-7848**

Applications and nominations remain current for three years. For further information regarding membership on the Humanities Montana board, please contact the Humanities Montana office at (406) 243-6022 or via email at [info@humanitiesmontana.org](mailto:info@humanitiesmontana.org).

## **BOARD RESPONSIBILITIES:**

General responsibilities of board members are to:

- 1. Determine Humanities Montana's mission and purposes**  
The board, acting as a group, establishes the mission of the organization, periodically reviews the mission statement and revises it when necessary. Each member of the board understands and supports the mission statement.
- 2. Engage in strategic planning**  
The board sets the strategic vision for the organization and determines how the organization should meet new opportunities and challenges. The board assists in developing reports and proposals to the National Endowment for the Humanities.
- 3. Approve and monitor the organization's programs and services**  
The board assures the organization's programs and services are consistent with its mission and evaluates these programs and services to ensure their quality and effectiveness.
- 4. Ensure effective fiscal management**  
The board reviews, approves, and monitors the organization's budget and oversees the annual audit.
- 5. Select and support the executive director and periodically review his or her performance**  
The board establishes the duties of the executive director, conducts a careful search when the position is open, respects the responsibilities that are distinct to the executive director, and provides constructive feedback through periodic performance evaluations.
- 6. Promote effective policies and procedures**  
The board adopts appropriate personnel policies and encourages mutual trust between the board and staff. The board and staff work together to fulfill the organization's mission including developing guidelines for grant awards and other programs and services.
- 7. Select and orient new board members**  
The board includes individuals who contribute critically needed skills, experience, perspective, wisdom, and time to the organization. The members identify needs on the board, recruit prospects, and orient new members to the organization and its habits of deliberative dialogue and camaraderie. The board selects new members annually to ensure the infusion of new ideas and perspectives.
- 8. Support Humanities Montana's fundraising endeavors**  
Board members approve an overall fundraising strategy, support the organization's fundraising endeavors, identify new prospects for financial support, and assist in recognizing and thanking donors.
- 9. Enhance Humanities Montana's public outreach**  
The board approves an effective public awareness strategy for the organization. Individual members implement this strategy by promoting Humanities Montana with individuals and organizations in their communities, as well as with elected officials, as opportunities arise.

#### **10. Ensure their own effective and efficient participation as members**

Board members are responsible for understanding current bylaws and policies. Board members:

- Prepare for, attend, and thoughtfully participate in board and other meetings
- Read, review, and vote on applications for project grants
- Attend and evaluate programs sponsored by Humanities Montana
- Serve on at least one committee relating to the member's interests and expertise
- Disclose any conflicts of interest in a timely fashion, typically absenting themselves from discussions and actions in which they are personally involved or have a personal interest
- Actively participate in discussion and encourage civil, deliberative dialogue
- Participate in an annual self-evaluation of Humanities Montana, its programs and services
- Serve the organization as a whole rather than any special interest group or constituency
- Perform such other duties as requested or as would appropriately enhance Humanities Montana's purposes