



A member of the **Board of Trustees** of the Three Village Historical Society is elected for a term of three years. No person shall serve as a Trustee for more than three consecutive, three-year terms. But any person may again serve as a Trustee after a lapse of one year. Trustees may resign at any time by delivering written notice to the Corresponding Secretary of the Board.

The primary responsibility of a Trustee **is to maintain vigilance over the activities of the Society in policy and financial matters.** To that end, the following is expected of every Trustee:

1. **To attend Board Meetings regularly and attentively.** Board meetings are held the second Wednesday of each month (no meeting in August). Additional meetings may be called if a situation requires the attention of the Board. If a Trustee must be excused from a meeting, they are expected to notify the President or the office staff prior to the meeting. Unexcused absence from three (3) consecutive Board meetings shall be considered a resignation from the Board.
2. **To review the by-laws** in order to be certain the conditions therein are met. To vote upon changes in the by-laws.
3. **To understand the mission of the Society** as defined in the *Mission Statement* and to establish, revise, and oversee the enactment of a long-range plan for the Society in order to ensure that the mission of the organization is addressed by appropriate action.
4. **To be familiar with the property, personnel and programs** of the Society and to view at firsthand its activities.
5. **To be familiar enough with all business** which comes before the Board to vote wisely, and to solicit outside advice, as a Board, when appropriate.
6. **To review all written materials and minutes** of the Board and to ratify those minutes.
7. **Take an active role in the development and growth of fund-raising programs** for the Society and to review such programs on an annual basis to see if the goals are being met and if necessary, to make appropriate changes.
8. **To fill a “leadership role” for financial support** by maintaining a membership at the contributing level of dues support, of at least \$100 annually, as well as supporting fund-raising events during the year.
9. **To serve on at least one committee**, as appointed by the President, and to ensure that the committee executes its assigned responsibilities.
10. To perpetuate a responsible Board by **suggesting, to the Nominating Committee, qualified people for election as members of the Board of Trustees. And - to actively promote the Organization within the Community.**

Approved: October 6, 1993