

AAMG Western Region Representative Board Position Description

Position Title: Western Regional Representative

Length of Term: Two years (three term limit)

Reports To: Vice President, State and Regional Representatives

The Board of Directors is legally and ethically responsible for all activities of the organization. To that end it:

Specific Responsibilities to the Board Position:

Responsibilities

- Recruit and oversee state representatives in his/her region
- Participate in AAMG membership drives at the state regional level
- Liaise on a regular basis with state representatives within his/her region to ensure the efficient exchange of AAMG-related information and maximize engagement
- Liaise with the heads of the relevant regional museum organization to maximize exposure, outreach, and education opportunities for AAMG at annual conferences and other ad hoc meetings that are relevant to AAMG's stated mission; these include (at his/her discretion but within the funding limitations of AAMG) arranging for reciprocal memberships, reserving program ad space, purchasing a corporate membership and/or booth, and hosting informal receptions or meet-ups
- Prepare two regional reports each year at least 30 days in advance of AAMG's biannual board meetings
- Play an active role on AAMG's board by providing input on strategy, implementation, engagement, exposure, visibility, organizational viability, and financial stability
- Play an active role in the planning and implementation of AAMG's annual conference

General Responsibilities:

- Understand and promote AAMG mission
- Be familiar with AAMG programs, policies, and operations
- Attend AAMG board meetings and appropriate AAMG committee meetings
- Actively serve on at least one AAMG committee and offer to take on special assignments
- Review agenda and supporting documents prior to AAMG meetings

Time Demands (approximate):

- Attend and actively participate in AAMG committee meetings and related work (1-4 hours per week as determined by the committee)
- Attend and actively participate in the AAMG summer board meeting and annual conference (3 days)
- Attend and actively participate in the AAMG annual fall meeting (1 day)
- Attend AAMG new board member orientation (approx. 1-2 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Make an annual gift to AAMG (in order to achieve 100% board giving)
- Your institution and/or as an individual are a current paid member of AAMG
- Recruit sponsors, as needed
- Identify and cultivate potential members