



Role of the Board/Board Job Descriptions

Vision: MAS is known as a partner in creating sustainable futures for museums.

The role of the Board is to act as trustees for its members and community it serves. The Board is responsible for creating the vision for the Association, articulating its values and principles, setting goals, developing effective governance policy, meeting and monitoring achievements. As a Policy Governance Board, the MAS Board focuses on governance and does not involve itself in the operations of the organization.

The Board is a high-performing body; it looks to the organization's future, examines its role and self-evaluates. The Board sets priorities for its own work to better serve the Association and its membership.

Accordingly, the contributions to the Board will be to:

- Determine what the Museums Association of Saskatchewan should accomplish through its ENDS policies;
- Determine if the Museums Association of Saskatchewan delivers services effectively and efficiently;
- Advocate on behalf of the membership of the Museums Association of Saskatchewan
- Write governing policies which, at the broadest levels, define:
 - ENDS: Mission, vision, goals, impacts, benefits and outcomes;
 - Governance Processes: specifications of how the Board conceives, carries out and monitors its own role;
 - Board-Executive Director relationship: How authority is delegated and monitored
 - Executive Limitations: constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
- Monitor achievement or compliance with policy only against criteria it has previously set, using:
 - Internal Reports: Reports authorized by the Executive Director;
 - External Reports: Reports from outside individuals or agencies;
 - Direct Board Review: Discovery of compliance information by a Director, Committee or Board as a whole.
- Evaluate the Executive Director's performance annually based on organizational performance and written policy.
- Using the results of monitoring to improve performance by:
 - Reviewing existing policies on an ongoing annual cycle;
 - Revising existing policies as part of the review process;
 - Formulating new policies as determined by the Board

When the Board approves policy, the Executive Director is empowered to make all further decisions.

Time Commitment for Members of the Board of Directors

Board Meetings

Board meetings are typically held as an equal combination of in-person and online via Zoom. In the case of Board members who are required to travel for in-person Board meetings, MAS provides accommodations, travel and per diems (meals) for those who live out of town.

There are six Board meetings per year. This includes an orientation meeting which is held in July following the AGM and is mandatory. The orientation meeting may extend to two full days. This is an opportunity for new and returning Board members to learn about working together, gaining an understanding of the organization, learning about the Governance Policy model that the organization operates under and look at priorities for the year.

A minimum time commitment of about 96 hours per year or approximately 8 hours per month is required for meetings, meeting preparation, committee work and other Board commitments.

Committees

All Board members are required to participate in committee work in addition to attendance at Board meetings. Additional time would be required and work based on the committee work in any given year.

The Board has an ad hoc Executive Committee, as well as five standing committees: Audit/Risk Management, Nominations, Ownership Linkage, Governance, and Executive Director Performance Review.

The Board may also have other ad hoc committees appointed at any time as needs arise.

Committees are expected to undertake work between Board meetings to bring updates/recommendations to the Board for decision.

Committees work in a variety of ways including, but not limited to, Zoom, email and in-person in whichever method works best for that committee.

Ownership Linkage

Each spring (usually late May or early June) the Annual General Meeting is held online, which provides MAS with the opportunity to report to its membership on yearly operations and to elect Board Members. The Board takes an active role in the Annual General Meeting.

The Membership Linkage Committee conducts direct engagement with members on specific topics. This can be in person at a MAS event, online via surveys and polls, or in a Zoom/webinar format. In addition, there are several opportunities throughout the year for members of the Board to engage directly with members at member events, network meetings, and MAS events.