



BURLINGTON MUSEUMS FOUNDATION

Board Member Roles and Responsibilities

The Burlington Museums Foundation raises friends and funds to support Burlington's two museums, [Joseph Brant Community Museum](#) and [Ireland House at Oakridge Farm](#). Our community museums are cultural destinations that provide diverse opportunities for visitors to explore and learn.

The Burlington Museums Foundation Board consists of up to 11 members and meets up to 12 times a year. Foundation Directors have responsibilities overseeing and supporting the general operations of the Burlington Museums Foundation. This includes ensuring a commitment to diversity, equity, and inclusion, providing counsel, and actively participating in philanthropy and advocacy initiatives.

Roles and Responsibilities

- Serve as an ambassador for the Burlington Museums Foundation (BMF) and the Museums of Burlington.
- Support the annual objectives of the Burlington Museums Foundation.
- Actively participate in decision-making at Board meetings
- Promote the Museums of Burlington in the community and actively seek opportunities to partner with businesses and other community initiatives.
- Steward donors and prospective donors, build relationships and cultivate funding opportunities, emphasizing diversity in donor engagement.
- Assist personally in soliciting gifts and grants from individuals, foundations, corporations and other resources, fostering a diverse range of supporters.
- Use personal expertise and abilities to benefit the BMF (when applicable)
- Recruit and elect new Directors with an interest in heritage, culture and philanthropy, ensuring diverse representation in leadership.
- Volunteer and serve on committees (when applicable)
- Commit to up to 3-5 hours a month in supporting BMF including meetings, events and Board meeting preparation.
- Attend Board meetings regularly (1 per month)
- Promote and participate in events held by the BMF
- Admit annually members of the BMF Board
- Commit to a two-year term minimum, ensuring diversity and equitable continuity.



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Initial Below:

I, _____, understand that as a member of the Board of Directors of The Burlington Museums Foundation have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

I, _____ will excuse myself from discussions and votes where I have a conflict of interest.

I, _____ will work in good faith with staff and other board members as partners toward achievement of our goals.

I, _____ will ensure the protection, privacy, and confidentiality of BMF donors. I understand that donor records and other donor information shared at the Board level are for the purpose of fundraising and stewardship of the Burlington Museums Foundation.

I, _____ will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.

The Burlington Museums Foundation Board Member Agreement

I, _____ hereby agree to join
Full Name (please print)

and adhere to the roles and responsibilities as a member of The Burlington Museum Foundation

Board on the _____ day of _____ 20_____.

Signature: _____