

**APPLICATION TO SERVE ON THE SILVER CITY MUSEUM BOARD**  
**Town of Silver City, New Mexico**

The Silver City Museum Board serves in an advisory capacity to the Town Council with responsibility to encourage public contributions to and promote the public interest in the Silver City Museum; to conduct long-range institutional planning and assessment; to formulate policy; and to ensure adequate financial support for the Museum. Applicants must be Grant County residents with a known interest in history, archaeology, anthropology or fine arts and crafts, with a demonstrated ability to work well in a collaborative environment. The Board meets monthly, usually on the third Thursday of the month at 5:15 p.m.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street address: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ In Grant County? \_\_\_\_\_

Occupation: \_\_\_\_\_ How long? \_\_\_\_\_

1) Briefly describe your background and experience which, which would assist you as a member of the Silver City Museum Board. \_\_\_\_\_

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2) Describe any other community volunteer service in which you have been involved. \_\_\_\_\_

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3) Please explain why you are interested in serving on the Silver City Museum Board. \_\_\_\_\_

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Please return this application to the Town Clerk at City Hall at 101 W. Broadway, or mail to the Town Clerk, Town of Silver City, PO Box 1188, Silver City, NM 88062. Applications will be accepted until filled by appointment by the Mayor. May we retain your application for future openings? Yes No

## **DESCRIPTION OF THE DUTIES OF A SILVER CITY MUSEUM BOARD MEMBER**

### **Responsibilities of the Board**

- 1. Develop, review and modify the Museum's mission.**
- 2. Support the Museum Director.**
- 3. Participate in strategic planning.**
- 4. Develop and approve the Museum's plans and policies regarding collections.**
- 5. Make decisions regarding what will be removed from the Museum's collection.**
- 6. Serve as ambassadors, advocates and community representatives in order to enhance the Museum's public standing.**
- 7. Develop, approve and monitor compliance with the Museum's ethical standards.**
- 8. Ensure adequate financial support.**

### **Expected from each Individual Board Member**

- 1. Regular attendance at Board meetings:**  
Presently 6 meetings per year including 4 Joint Meetings with the Museum Society Board and usually held on the 3<sup>rd</sup> Thursday of the month at 5:15 pm
- 2. Participate in at least one Strategic Planning Retreat.**
- 3. Be an active participant:**
  - a. Volunteer to serve on Joint Board Committees**
  - b. Support Museum events**
- 4. Join the Museum Society.**
- 5. Participate in fundraising activities.**
- 6. Comply with the Museum's Ethics Policy.**