



**Gateway to  
Science**

## Board Member Position Description

The Board provides strategic direction for Gateway to Science in the implementation of goals and attaining its long term success.

### Duties & Responsibilities of Board Members:

1. General: Participate in the development of overall goals and objectives for Gateway to Science. Review and approve the programs and policies of the Science Center. Be familiar with the needs and issues concerning our members and visitors.
2. Policy Setting: Review and approve systems and policies of the agency and special activities undertaken in the name of the Science Center by Board committees, staff and volunteers.
3. Fiscal: With all other Board members, be aware of fiscal and legal aspects of the organization. Plan and review the budget. Evaluate/approve all fiscal policies
4. Fundraising: With all of the Board members, be responsible for seeing that funds are raised to support the programs of the organization. Work with External Relations Committee to maintain funding of the Science Center.
5. Personnel: Through the Internal Relations Committee, be involved in the hiring, supporting and evaluation the Executive Director and setting salary ranges for all other staff positions.
6. Public Relations: Aid in the growth of the Science Center's volunteer and community support. Plan for the expansion of community awareness of the Gateway to Science. Provide feedback on community opinions of Science Center and the changing needs of members and visitors.

**Time Required:** Able to contribute a range of 1 to 4 hours per month for Board activities, including Board meetings and committee assignments. Board meetings are held monthly at the Science Center, at Noon, the 1<sup>st</sup> Thursday of every month, and generally last approximately one hour. Able to serve on one standing committee, and meet during the third week of the month or as needed.

**Qualifications:** Each Board member is expected to be enthusiastic about the Gateway to Science program, knowledgeable about the mission and goals of the Science Center, and have the time necessary to participate fully. Attendance at board and committee meetings is crucial.

**Orientation:** Upon acceptance as a full voting member of the Board, a brief orientation and training session will be scheduled for the new members which includes background, programs and operations, overall policies of the organization, and the duties and responsibilities of Board members.

**Financial Commitment:** Each Board member must be a member of Gateway to Science. Additional financial support is appreciated and encouraged through personal contributions and/or influence within each Board member's circle of friends, family and colleagues. Board members are encouraged to consider Gateway to Science as one of their major charitable organizations for donations.

**Term of Office:** Continued membership will be voted upon annually by the Board.