

Museum Council of Greater Philadelphia

Application for Board Service

The Museum Council of Greater Philadelphia is a volunteer run nonprofit organization that builds connections between and among the diverse museum and cultural community, provides opportunities for professional growth, shares best practices, and promotes accomplishments in the field.

As the largest museum focused, membership organization in Greater Philadelphia, Museum Council is leading the charge with innovative programs, events and networking opportunities for the museum community and the individuals who support it.

Museum Council is looking for several museum professionals to fill several vacant seats on the Board of Directors. All work with the board is completed through unpaid and voluntary support. Board Terms are two-years long with opportunities for extension.

If interested, please complete the form below and submit with a cover letter and resume outlining your qualifications to the Museum Council Nominating Committee at admin@philadelphiamuseumcouncil.org by May 18, 2018. All applicants will be notified of their status by Tuesday, May 29.

The nominating Committee will compile a group of the best-qualified individuals and the slate of individuals will be voted on during the Annual Meeting on June 20, 2018. Those accepted will be expected to attend the meeting.

Name: _____

Organization: _____

Position: _____

Address: _____

Email: _____

All applicants for consideration of being Members of the Museum Council of Greater Philadelphia Board of Directors must meet the minimum qualifications:

- Must be a current individual or organizational member
- Will work with committees to advance Museum Council goals and mission
- Attend regularly scheduled board meetings
- Attend Museum Council events, and other events in the field, as a representative of the Museum Council board

If you would like to be considered for an officer position or for a committee chair position please select from the list below. Make sure to address your specific qualifications for this role in your cover letter. **Please note, only those positions which are currently open for the 2019/2020 board term are listed below.**

_____ **Vice President**
Assist the President in planning the Annual Meeting and board meetings and stand in and run board meetings when the President is unable to attend. Promote Museum Council within the Philadelphia-area cultural field and help ensure financial responsibility and sustainability for the organization. Secure sponsorships for events as needed. Attend professional and networking events representing Museum Council.

_____ **Treasurer**
Responsible for working with board officers and committee chairs to prepare annual budget. Reconcile monthly accounts against bank activity. Expected to monitor and report on operating statement at each board meeting. Signer on all financial accounts. Receive and disburse payments to and from Museum Council in a timely fashion.

_____ **Membership Committee Chair**
Lead and schedule Membership Committee Meetings. Support all MC events through membership registration and ensure committee involvement. Plan periodic membership campaigns throughout the year. Support Annual Meeting through Membership Campaign and organize and spearhead Annual Fall Event. Maintain Membership databases and process incoming applications.

_____ **Marketing and Communications Chair**
Create and maintain content for social media, website, calendar, and design marketing materials for Museum Council programming. Find avenues for promoting Museum Council events.

_____ **Emerging Museum Professionals Chair**
Work in tandem with Programming Chair to plan and execute programs that specifically target emerging professionals in the field. Budget, plan, and execute events such as University Night, Mentors and Mimosa's, and other events as needed. Coordinate with Marketing Chair and Programming Chair to ensure that events are strategically spaced throughout the year and properly marketed.

_____ **At-large Position (1 spot available)**
Directors are voting members of the Board of Directors and are expected to help fulfill the vision and mission of Museum Council, attend board meetings, join committees, and represent Museum Council at events, and other networking opportunities.

If you are not selected for a board position at this time would you be interested in serving on a Museum Council Committee? If so, indicate below which committee(s) you would like to learn more about.

_____ Programming Committee

_____ Membership Committee

_____ Marketing Committee

_____ Emerging Museum Professionals Committee