



E. ST. JULIEN COX HOUSE  
FORT RIDGELY  
HARKIN STORE  
TRAVERSE DES SIOUX  
TREATY SITE HISTORY CENTER

**Executive Director**

Jessica Becker

**Board of Directors**

Kate Martens

*President*

Tami Skinner

*Vice President*

Loren Sundboom

*Treasurer*

Matthias Leyrer

*Secretary*

Tim Bartelt

Tom Brown

Marie Dranttel

Ray Jacobson

Joe Metzen

Donna Nelson

Bob Sandeen

Nicollet County Historical Society  
1851 North Minnesota Avenue  
Saint Peter, MN 56082  
507.934.2160  
(fax) 507.934.0172  
museum@nchsmn.org  
www.nchsmn.org

## CALL FOR BOARD MEMBERS

The Nicollet County Historical Society (NCHS) is currently accepting applications for new members of its Board of Directors. NCHS has the privilege of preserving, protecting, and sharing Nicollet County and Minnesota's rich history.

**We do this by:**

- Offering exhibits providing access to, and interpretation and enjoyment of, our collections artifacts and unique local stories.
- Housing and caring for an extensive collection of Nicollet County and Minnesota-focused photographs, documents, maps, etc.
- Creating educational programs that offer a wide variety of learning opportunities for adults and children, including lectures, films, demonstrations, hands-on activities, etc.
- Keeping our membership updated about our sites, upcoming events, new additions to our collection, and historical interest stories with a quarterly print newsletter, *The Crossing*.

NCHS is one of southern Minnesota's most well-respected and diversely interpreted historical and cultural organizations. Being a member of the Nicollet County Historical Society's Board provides you with a unique opportunity to help make history accessible for learners of all ages. While our Board of Directors provides oversight and financial leadership, we also expect board members to take an active role in helping the Society grow and thrive.

**Directors are expected to:**

- Attend bi-monthly board meetings.
- Actively participate in planning, governance, and fundraising.
- Fulfill fiduciary duties.
- Provide budget oversight.
- Serve on committees.
- Be ambassadors volunteering your time and talents at one of our historic sites or within our communities.

**The best candidates have:**

- A passion for history.
- Connections that can help promote NCHS.
- Experience in finance, law, and fund development.
- And the will to make a difference in the community.

If you are interested in joining our Board, applications are available on our website. The deadline for submission is Friday, November 6, 2020. If you have questions, please contact NCHS Executive Director Jessica Becker at (507) 934-2160 or [director@nchsmn.org](mailto:director@nchsmn.org).

# Nicollet County Historical Society (NCHS)

## Job Description Members of the Board of Directors

The members of the Board of Directors of the Nicollet County Historical Society shall serve the organization in the following areas:

1. Establishing general administrative policies  
Guiding organizational planning  
Developing and approving the annual budget
2. Increasing financial support of the Society by:
  - Assisting with development of fund-raising strategy
  - Assisting staff or fund-raising committees by making contacts with and presentations to potential donors
3. Showing personal commitment to the Society by:
  - Paying annual membership dues (or donation by Life members) at a level appropriate to each member's circumstances
4. Attending a majority of Board meetings in each calendar year, as required by the By-Laws of the Society
  - Serving as liaison on standing committee/s; attend meetings of committee/s to which appointed
  - Drawing on personal network to help Society
  - Providing professional services to the Society without charge, or for the lowest possible fee
  - Buying tickets to and attending Society events and fund-raisers.
5. Increasing community awareness of the Society by promoting it through social and business contacts
6. Providing for the employment of staff, setting salaries, establishing job descriptions, and supervising staff activities.



# NICOLLET COUNTY HISTORICAL SOCIETY

## Board of Directors Candidate Application

| APPLICANT INFORMATION                           |  |    |  |                   |                              |                             |                  |               |  |  |
|---|--|----|--|-------------------|------------------------------|-----------------------------|------------------|---------------|--|--|
| Last Name                                       |  |    |  | First             |                              |                             |                  | Date of birth |  |  |
| Street Address                                  |  |    |  |                   |                              |                             | Apartment/Unit # |               |  |  |
| City  |  |    |  | State             |                              |                             |                  | ZIP           |  |  |
| Phone   |  |    |  | E-mail Address    |                              |                             |                  |               |  |  |
| EDUCATION                                       |  |    |  |                   |                              |                             |                  |               |  |  |
| High School                                     |  |    |  | City, State       |                              |                             |                  |               |  |  |
| From  |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree           |               |  |  |
| College   |  |    |  | City, State       |                              |                             |                  |               |  |  |
| From  |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree           |               |  |  |
| Other   |  |    |  | City, State       |                              |                             |                  |               |  |  |
| From  |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree           |               |  |  |
| REFERENCES                                      |  |    |  |                   |                              |                             |                  |               |  |  |
| <i>Please list two professional references.</i> |  |    |  |                   |                              |                             |                  |               |  |  |
| Full Name                                       |  |    |  |                   | Relationship                 |                             |                  |               |  |  |
| Company   |  |    |  |                   | Phone                        |                             |                  |               |  |  |
| Address   |  |    |  |                   |                              |                             |                  |               |  |  |
| Full Name                                       |  |    |  |                   | Relationship                 |                             |                  |               |  |  |
| Company   |  |    |  |                   | Phone                        |                             |                  |               |  |  |
| Address   |  |    |  |                   |                              |                             |                  |               |  |  |

| EMPLOYMENT       |       |
|------------------|-------|
| Company          | Phone |
| Address          |       |
| Job Title        |       |
| Responsibilities |       |

**QUESTIONNAIRE**

Please answer the following questions

1. Review the Call for Board Members and Director job description. Will your schedule allow for you to be a committed Board Director?

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2. Being selected as a NCHS Director will be a rewarding experience. What motivates you to serve on the NCHS Board of Directors?

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3. How do you feel NCHS would benefit from your involvement on the Board?

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4. Describe your past and present civic leadership and/or volunteer involvement.

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5. What best describes your areas of expertise or skills? (Check all that apply.)

- |                        |                            |                        |                                 |                           |
|------------------------|----------------------------|------------------------|---------------------------------|---------------------------|
| Accounting/Finance     | Human Resources            | Facilities maintenance | Fundraising                     | Administration/Management |
| Information Technology | Marketing/Public Relations | Education              | Nonprofit experience/management |                           |
| Legal                  | Community outreach         | Event management       | Other:                          |                           |

6. Please list any groups or organizations that you could serve as a liaison to on behalf of NCHS.

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7. Additional information: What else would you like us to know?

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**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

Signature

Date

**Thank you for applying.**