



ArchivesSpace Governance Board Member Position Description

Position title: ArchivesSpace Governance Board Member

Length of Term: 3 years for elected members

Renewable: one time; board members can return to the board following two terms after a gap

Expectations of the ArchivesSpace Governance Board as a Whole

As the highest leadership body of the program and to satisfy its fiduciary duties, the ArchivesSpace Governance Board is responsible for

- Determining the mission and purposes of the program
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Enhancing ArchivesSpace public image

Expectations of the Individual Governance Board Members

Each individual Governance Board member is expected to

- Know ArchivesSpace mission, policies, programs, and needs
- Faithfully read and understand the ArchivesSpace financial statements
- Serve as active advocates and ambassadors for the program and fully engage in identifying and securing the financial resources and partnerships necessary for ArchivesSpace to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve ArchivesSpace mission
- Help identify professional connections that can benefit ArchivesSpace fundraising and reputational standing
- Prepare for, attend, and conscientiously participate in Governance Board meetings
- Participate fully in one or more committees or special projects
- Adhere to the ArchivesSpace bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality as appropriate about matters of ArchivesSpace
- Founding Partner Board members have additional responsibilities as outlined in the *Founding Partners Agreement*

