



60 W. Wattles Rd., Troy, MI 48098 • 248-524-3570
www.troyhistoricvillage.org •    TroyHistVillage

MISSION STATEMENT:

The Troy Historical Society activates discovery and cultivates life-long appreciation of history by sharing and preserving heritage through creative, meaningful experiences that engage the community.

NEW BOARD MEMBER PACKET

INCLUDES:

WELCOME LETTER

THS BOARD COMMITMENT FORM (To be signed and returned to Chair of the Board Development Committee)
PERSONAL INFORMATION FORM (To be returned to the Chair of the Board Development Committee)

THS BY-LAWS AND POLICY STATEMENTS

CONTACT LIST OF CURRENT THS BOARD MEMBERS

THS VOLUNTEER HANDBOOK (will be emailed)

AVAILABLE ON THE TROY HISTORIC VILLAGE WEBSITE:

www.troyhistoricvillage.org

THS STRATEGIC PLAN

THS ANNUAL REPORT



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Dear Interested Community Member-

Welcome from the Board of Trustees and thank you for your support of Troy Historical Society! Your ideas, time, talent, and community relationships are vitally important as the Society cultivates life-long appreciation of history through creative, meaningful experiences at the Troy Historic Village. The Society relies on every Trustee to provide the human, material, and financial resources necessary to sustain Village operations and reach our organization's goals.

To further the Society's stewardship of history and our administration of the Village as a center for community engagement and learning, we welcome your commitment to:

- ✓ Serve as a strong advocate the programs and services we offer through the Village by promoting them within personal, professional/business and social circles
- ✓ Regularly attend Board Meetings (approximately 6-10 per year)
- ✓ Chair and/or serve on one or more committee or workgroup each year
- ✓ Become and continuously remain a paid-up member of the Troy Historical Society
- ✓ Provide monetary donations to the Society each fiscal year (ending June 30th). (This amount is reduced for Board Members under age 30 and for new Board Members who begin an open term on the Board after its October meeting)
- ✓ Actively participate in the Spring and Fall Appeals
- ✓ Identify and cultivate new Troy Historical Society members, prospective donors, sponsors and volunteers

We pride ourselves on being the kind of organization people trust. We are inclusive and welcoming and strive to consistently meet the needs of those we serve. We are pleased to have you join us in providing this level of care to our regional community. You have not joined an Advisory Board; you have joined a Working Board.

Thank you again, and welcome to our team.

Sincerely,

Padma Kuppa
President, Troy Historical Society

JoAnn Preston
Chair, Board Development Committee

What Does the Troy Historical Society Board (THS) of Directors do?

The Board of Directors for THS provides financial oversight, sets and reviews policy, oversees the governance of the organization, hires and evaluates the Executive Director, and provides leadership.

Who Is the THS Board?

The THS Board is a group of individual leaders with demonstrated commitment to the organization, its mission and vision. The Board provides needed expertise to the organization as a nonprofit corporation and as the administrator of the Troy Historic Village.

Definitions:

• **Demonstrated Commitment:** Includes but is not limited to, expertise, ideas, and oversight at regular Board Meetings, annual financial contributions, service as a volunteer, and support in building relationships with individuals, businesses, and organizations in Troy, the region, and the historical and cultural community.

• **Skills and experience:** Reflect what THS does or wants to do.

- Expertise
 - Nonprofit Administration
 - Collections Stewardship
 - Historic Preservation
 - Visitor Experiences/History Education
 - Leadership/Administration
 - Development
 - Marketing/Communications/Graphics Design
 - Visitor Services
 - IT/Technology/Digital systems
 - Accounting
 - Law
 - Cultural Competence
- Engagement
 - Professional Networking
 - Social Media
 - Community Engagement
 - Group Facilitation
- Advocacy
 - Knowledge of City of Troy Leadership and/or Administration
 - Knowledge of Community Stakeholders and Diverse Backgrounds
- Capacity Building and Sustainability
 - Philanthropy/Donor Relations
 - Foundations and Grants
 - Corporate and Business Donors
 - Nonprofit Boards
- Geographic Location
 - Troy/Local
 - Oakland County
 - Regional Community

- Demographics
 - Age
 - National Origin
 - Race
 - Sex/Gender (gender identity and expression)
 - Career Stage

Terms of and selection process

In accordance with Article V Sec 1 of the THS Bylaws, The Board of Trustees shall consist of a minimum of nine and maximum of 18 members each serving for a term of three years. Any active member of the Society is eligible to serve as a member of the Board of Trustees. One-third of the Board shall be elected each year by the general membership at its annual meeting. The Board of Trustees shall fill vacancies in the elected Board of Trustees during a term of office. Any Board member so appointed shall serve for the unexpired term of the predecessor.

How are new members brought to the Board of Directors?

Potential members of the Board of Directors will be invited to participate in a Board Committee or THS project, to provide the opportunity to get to know each other better and to better evaluate commitment and the skills the candidate will bring to the Board. This will be done without obligation to pursue Board Membership for either party.

Each year, the THS Board of Directors will consider prospective members according to the criteria outlined above. Once desired prospects are identified, the process for invitation will include a face-to-face meet with the candidate to present the opportunity and obligations of Board service.

Oversight and amendments to the policy fall under the responsibility of the Board Development Committee with approval by the full Board of Directors.

What Are the Roles and Responsibilities of the THS Board Members?

All Members

- Should be current member of THS
- Provide general financial oversight
- Help set policy and governance structure
- Participate in the strategic planning process
- Attend the Annual Meeting (September)
- Participate in all financial appeals with a personally significant donation
- Respond to additional requests as needed (ex: donations to auctions and volunteer at events)
- Attend at least five of six Board Meetings each year

THS Board and Committee Structure

Board Officers

In accordance with Article VI Sec 1 of the THS Bylaws, the officers of the Board of Trustees and of the Society shall be a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be elected from the membership of the Board by the Board of Trustees at the Board meeting following the annual membership meeting. The Board may at such meeting elect such other officers as it deems necessary and appropriate, such as Assistant Secretaries and Assistant Treasurers, from the membership of the Board. The term of officers elected shall run to the close of the Board meeting following the next annual membership meeting.

When a role becomes vacant, the full Board will be invited to nominate individuals to fill the role. Individuals can also nominate themselves. If multiple individuals have been nominated for a position, the Vice President will submit written questions to the candidates to ask them to articulate their strengths and desire to serve in this capacity. Responses will be circulated to the full Board for a confidential vote in closed session.

Board President

- The President shall be the principal executive officer of the organization and oversee the careful and responsible management of THS with a focus on the long-term vision for the Society
- President shall appoint members of the standing and special committees, subject to the approval of the Board of Trustees, and shall be an ex-officio member of all official committees, except the nominating committee.
- Presides at meetings of the Board of Directors and the at the Annual Meeting
- Oversees with Executive Committee the work of the Executive Director and leads the annual evaluation of the Executive Director during the third quarter of the calendar year (Q3)
- Oversees Strategic Planning every 5 years and annual review of strategic initiatives
- Represents THS at functions and meetings or assigns a representative from the Board or staff

Vice-President

- Provides administrative support to the Executive Director
- Fulfills duties of the Board President in her/his absence

Secretary

- Serves as the official Secretary of the organization, prepares and presents Board Meeting Minutes, and ensures that Meeting Minutes and documents are archived at the Village
- Records minutes of Board meetings
- Responds to Board members not present at meetings and provides appropriate materials (draft Meeting Minutes, handouts etc.)
- Prepare and present Minutes from the previous Annual Meeting at the Annual Meeting

Treasurer

- Shall be responsible for the custody of all funds of the Society and shall have available at all times a complete accounting of the corporation's finances. Ensures that an accurate accounting of the financial transactions of THS is made and an Annual Audit is conducted.
- Shall be bonded, at the expense of the corporation, in an amount to be determined annually by the Board of Trustees.
- Leads the Finance Committee

- Prepares a written report for all Board Meetings and presents a year-end report at the Annual Meeting
- Oversees drafting of the Annual Budget and presents the proposed Budget to the Board for approval

Immediate Past-President

- Provides institutional knowledge for the association and aids in the leadership transition

How Does the THS Board Meet?

Frequency

- Every other month (Jan, March, May, July, September, November)
- Meetings are traditionally held at 7 pm at the Village or a location provided by a Board Member

Attendance

- Meeting attendance is required per signed Board Member Agreement (see attachment). Board Members will RSVP regrets to meeting notices a week prior to the meeting
- Board Members who have three unexcused consecutive absences from Board Meetings will be dismissed from the Board per the THS Bylaws
- Absences are excused for illness, family emergencies and sporadic travel
- For those that cannot attend a meeting, (see RSVP request above) the President, Secretary or Executive Director may email questions for meeting discussions in advance. Emailed responses copied to the President and Vice President will be shared during that part of the meeting
- It is the responsibility of any Board Member that misses a meeting to follow up with the Secretary for information and discussion that took place at the meeting.

How are members of the Board engaged in the work of the organization?

As Board Members:

- Serve on Board and Village project work groups and help define and evaluate projects
- Serve on Board Committees
- Participate in Board Level Professional Development

How Does the Board receive information?

- The week prior to a scheduled Board Meeting, each member will receive an electronic copy of the Meeting Agenda, reports, and other documents required for the meeting
- Board Members are expected to be familiar with Board Meeting Packets before the start of each meeting
- Board Members will receive communications as needed between Board Meetings via email and phone calls as necessary
- Board communication may be facilitated through the use of technology such as Google Docs or a designated section of the THS website
- Board packets include:
 - Agenda
 - Draft Minutes of the previous meeting
 - Standing Committee Reports
 - Executive Director Report
 - Documents related to old and new business

What are the Standing Committees of the Board of Directors?

Board committees should include a minimum of three people.

Executive Committee

- Led by the President
- Includes all Board Officers and immediate past President
- Serves as a sounding board for the Executive Director and filter for the full Board
- Addresses insurance and risk management issues and develops insurance and risk management policies for THS, its employees and volunteers
- Evaluates the Executive Director during the third quarter of the calendar year (Q3)
- **2021/2022 Executive Committee**
 - Padma Kuppa, THS President (Contact: Padma.Kuppa@gmail.com)
 - John Lavender, THS Treasurer
 - Michael Nowosatko, THS Vice President
 - Cindy Stewart, THS Secretary
 - JoAnn Preston, THS Board Development Committee Chairperson
 - Judy Iceman, THS Past President

Finance Committee – meets monthly

- Led by Treasurer
- Includes other members of the Board as well as potential future members of the Board
- Provides general financial oversight of the organization
- Reviews financial statements and reporting including the audit
- Assists in budget development and review
- Monitors internal financial controls and accountability policies
- Reviews Grants Management.
- **2021/2022 Finance Committee:**
 - John Lavender, THS Treasurer (Contact: treasurer@thvmail.com)
 - Kevin Lindsey, THS Board Member
 - Ward Randol, THS Board Member
 - Jeff Lambrecht, Volunteer
 - Barb Chambers, THS Board Member
 - Jen Peters, THV Executive Director
 - Kirsten Barber, THV Business Manager

Board Development Committee – meets as needed

- Recruits potential Board Members, solicits the Board for nominations and presents slate
- Orients new Board Members
- Arranges Board training workshops with the Board and Executive Director
- **2021/2022 Board Development Committee:**
 - JoAnn Preston, THS Board Member (Contact: JAKPre24@msn.com)
 - Barb Chambers, THS Board Member
 - Judy Iceman, THS Board Member
 - Jagdish Karira, THS Board Member

Fund Development Committee – meets as needed

- Works closely with THS Fund Development Director to cultivate relationships with sponsors community partners, and donors
- Coordinates sponsors for THV programs and oversees planning of annual fundraising events (Current fundraisers are the Troy Traffic Jam Car Show, Scarecrow Row, and raffle at annual Craft Boutique during the Troy Garden Club Walk)
- Develops Spring and Fall fundraising appeals
- Works closely with Membership Committee to recruit and retain THS members
- Develops sponsorship categories, tiered benefits, and forms of appreciation
- **2021/22 Fund Development Committee:**
 - Tina Collins, THV Community Development Director (Contact: tcollins@thvmail.org)
 - Jen Peters, THV Executive Director
 - JoAnn Preston, THS Board Member coordinates:
 - Raffle for Garden Club Walk and Troy Traffic Jam 50/50 Raffle Scarecrow Row
 - Aditya Ezhuthachan, THS Board Member

Membership Committee – meets as needed and in collaboration with Fund Development

- Maintains and updates Donor Perfect database of Members and Donors
- Provides THS Board of Directors THS Membership updates and annual recommendations regarding membership categories, rates, and member benefits
- Sends timely notices for membership renewals, thank you/acknowledgements for memberships and donations received
- Coordinates annual Spring and Fall appeals with Fund Development Committee
- **2021/22 Membership Committee:**
 - Sue Lavender, THS Board Member (Contact: slavender@wowway.com)
 - Howard Adams, THS Board Member
 - Kris Rose, THS Board Member
 - Jen Peters, THV Executive Director
 - Tina Collins, THV Community Development Director

Human Resources Committee – meets as needed

- Insures that THS complies with all Federal and State labor laws
- Hears and addresses any employee grievances
- Works with the Executive Director and the Finance Committee to investigate, develop, and implement any employee benefits
- **2021/22 Human Resources Committee:**
 - Judy Iceman, THS Board Member (Contact: judy.iceman@cbts.com)
 - John Lavender, THS Treasurer
 - Aditya Ezhuthachan, THS Board Member

Volunteer Coordination Committee – meets monthly

- Provides effective Village updates to volunteers and conveys volunteer requests to Village Staff
- Highlights volunteer opportunities for upcoming events and provides follow-up, feedback, and thank-you notes to sponsors and volunteers following events

- Proposes and schedules volunteer orientations and trainings
 - Members serve as Liaisons to libraries, community and senior centers, high schools and hotels
 - Members serve as liaisons to other groups in which they are active (i.e.: Troy Garden Club, Church groups, and Homeowners Associations)
 - **2021/22 Volunteer Liaison Committee:**
 - Jen Peters, THV Executive Director (Volunteer Coordinator TBD)
 - JoAnn Preston, THS Board Member (Contact: JAKPre24@msn.com)
 - Kris Rose, THS Board Member
 - Carol Packla, Volunteer
 - Sandy Gunderson, Volunteer
 - Sue Lavender, THS Board Member (Contact: slavender@wowway.com)
- Note: Monthly meetings welcome any THS Volunteer*


Buildings Work Crew – meets most Tuesdays

- Works with the Executive Director to identify building projects in the Village, including but not limited to small building repairs, painting, signage, and remodeling rooms and exhibit spaces
- Develops thematic entryways and temporary signage for events including Trick or Treat and Christmas
- **2021/22 Buildings Work Crew:**
 - Michael Nowosatko, THS Vice President (Contact: mtnowosatko@gmail.com)
 - Bill Ziembra, Volunteer
 - Lynn McLean, Volunteer
 - Jim Serafino, Volunteer
 - Lee Matthews, Volunteer
 - Jeff Despard, Volunteer
 - Ken Heck, Volunteer
 - Roger Kaniarz, Volunteer
 - Jen Peters, THV Executive Director

Marketing Team – Meets every Wednesday, 1PM

- Coordinates THV branding and program marketing for all THV programs and events in *Troy Today*, *Village Press*, THV website, social media platforms, press releases, paid advertising, banners and signage following THV Marketing Plan
- Works closely with THV Graphics Designer and Webmaster to produce and publish online and print education and public program information
- Coordinates distribution of postcards, flyers and other print marketing tools with Volunteer Coordination Committee
- Works closely with staff and Fund Development Committee to promote annual events and fundraisers
- **2021-22 Marketing Team**
 - Tina Collins, THV Community Development Director (Contact: tcollins@thvmail.org)
 - Mike Nowosatko, THS Board Member
 - Aleta Meskin, Volunteer
 - Stephanie Suszek, THV Adult Programs Director
 - Alex Konieczny, THV Youth Programs Director
 - Jen Peters, THV Executive Director



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Please be complete as possible so your experience can be used to best advantage for THS.

Name: _____ **Business Affiliation:** _____

Home Address: _____ **Business Address:** _____

City, State, Zip: _____ **Business City, State, Zip:** _____

Home Phone: _____ **Position:** _____

Cell Phone: _____ **Business Telephone:** _____

Preferred Email Address: _____

Spouse's Name: _____

Current Board Membership: _____

Position Held: _____

Current Board Membership: _____

Position Held: _____

Past Board Membership: _____

Position Held: _____

Past Board Membership: _____

Position Held: _____

Community Organization Membership: _____

Position Held: _____

Community Organization Membership: _____




Position Held: _____

Professional Societies: _____

Position Held: _____

Recommended By: _____ **Date:** _____



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MISSION STATEMENT

The Troy Historical Society activates discovery and cultivates life-long appreciation of history by sharing and preserving heritage through creative, meaningful experiences that engage the community.

Board Commitment

Name: _____

Date: _____

- I will energetically foster goodwill for the Troy Historical Society mission and objectives while networking within my personal, business/professional and social circles.
- I will offer my time and resources to recruit support for the Troy Historical Society among my peers.

My commitment to the Troy Historical Society includes:

1. Regularly attend Board meetings (approximately 6-10 per year)
2. Chair and/or serve on one or more committees annually
3. Become and continuously remain a paid-up member of the Troy Historical Society
4. Make monetary donations to the Troy Historical Society each fiscal year (ending June 30th) of Board Membership at a minimum total amount of \$500 (This amount is reduced for Board Members under age 30 and for new Board Members who begin an open term on the Board after its October meeting)
5. Actively participate in the Spring and Fall Appeals
6. Identify, cultivate, and recruit prospective donors, volunteers, and future Board Members to join in support of the Troy Historic Society

COMMITTEES: *Please check off at least one choice*

Note: Committees meet monthly based on projects or 4-6 times per year

- | | |
|---|--|
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Fund Development Committee | <input type="checkbox"/> Marketing Team |
| <input type="checkbox"/> Grants Workgroup | <input type="checkbox"/> Board Development |
| <input type="checkbox"/> Human Resources Committee | <input type="checkbox"/> Buildings Work Crew |
| <input type="checkbox"/> Volunteer Coordination Committee | |

Signature: _____ Date: _____

Upon completion, return the last 2 pages to JoAnn Preston, Chairperson, Board Development