



BOARD OF DIRECTORS

ROLES & EXPECTATIONS

PRESIDENT – EXECUTIVE BOARD

This role is an executive board position and is responsible for fulfilling the primary leadership role for the organization. It is currently supported by two additional executive board members, as well as two additional directors.

Responsibilities include:

- Overseeing the organizational development of the newly established FHA non-profit, including the creation of mission-centered strategies and long-term goal setting
- Providing leadership support to the executive board, board of directors, and general members
- Conducting monthly board meetings and ensuring that directives are implemented and monitored
- Setting attainable measurements to track organizational progress
- Working with the board to create mission-driven initiatives in the areas of community outreach, organizational capacity, fundraising and capital improvements
- Creating committees and appointing committee chairs
- Representing the organization when speaking to the press, media, or other groups

Requirements:

- Accomplished leadership experience
- Demonstrated success as a committee chair or board member

- History of building capacity in the nonprofit sector

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Knowledge of public relations, community engagement, and community-informed practices

TREASURER – EXECUTIVE BOARD

This role is an executive board position and is responsible for managing and safeguarding the finances of the organization. It is currently supported by two additional executive board members.

Responsibilities include:

- Overseeing the organization's financial standing by managing account and cash flow, paying and recording bills, and maintaining a record of debt/balances.
- Working with the board to establish and adhere to monthly, annual, or event-related budgets.
- Appraising policies and procedures in order to make educated recommendations for financial decisions.
- Understanding the organization's bylaws in order to ensure finances meet professional standards, as well as adhere to the local, state and federal government requirements.
- Generating accurate financial reports for tax purposes or as requested by the board.

Requirements:

- Accounting knowledge and experience
- High aptitude for organization
- Strategic planning for goal achievement

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Critical and creative thinking in the areas of fundraising, crowd-sourcing, and/or grant writing

SECRETARY – EXECUTIVE BOARD

This role is an administrative position on the executive board and is responsible for documenting all meetings, activities, and memberships for the organization. It is currently supported by two additional executive board members.

Responsibilities include:

- Serving as the conduit between the board, management and members.
- Providing the board with advice, assistance, and resources as needed, informed by the knowledge of the organization's records and related materials.
- Understanding the organization's bylaws in order to comply with requisites, such as meeting and notification mandates.
- Preparing and delivering meeting materials, such as agendas or minutes, in adequate advance of all meetings to allow for review, the correction of errors, and the preparation of questions and comments by the board, members, or committees.
- Accurately recording minutes and attendance of each meeting to be approved by the board.
- Maintaining accurate documentation of corporate records, meeting legal requirements and reviewing/updating documents as needed to ensure storage and accessibility for inspection.

Requirements:

- Knowledge of policies and core documents: bylaws, amendments, vision, mission, values, privacy
- Understanding roles and responsibilities: executive board, board, committees, and members
- Organization of information: board members, members, committees, donors, and other essential mailing lists or points of contact

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Knowledge of public relations, problem solving, and nonprofit best-practices

DIRECTOR OF DEVELOPMENT

This role is a board position and is responsible for creating and pursuing fundraising, grant, and donation opportunities for the organization. It reports to the executive board and is supported by additional director positions.

Responsibilities include:

- Building a board-approved annual plan to achieve and sustain the long-term financial needs of the organization
- Securing financial support from individuals, foundations, and corporations
- Managing related data and gift-processing information
- Developing and implementing board-approved strategy for the financial support of individual or seasonal events, programs, or mission-driven objectives
- Overseeing organization of special events
- Preparing and presenting reports on fundraising activities to the board
- Working alongside other Directors to further the mission objectives of the organization

Requirements:

- Previous experience in development
- Excellence in organizational, managerial, and communications skills
- Proven record of successful project management

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Knowledge of donor relationship building and event planning

DIRECTOR OF HISTORY & RESEARCH

This role is a board position and is responsible for creating public accessibility to Fulshear history and ensuring accuracy through scholarly research. It reports to the executive board, and is supported by additional director positions.

Responsibilities include:

- Organizing committees and appointing/overseeing committee chairs in order to pursue community-driven historical research.
- Working with the board, members and the public to build strong, respectful partnerships that promote Fulshear history and heritage.
- Providing leadership support to committee chairs, assisting them as needed and setting attainable measurements to track progress.

- Working alongside other Directors to further the mission objectives of the organization.

Requirements:

- Knowledge of Fulshear and/or Texas history
- History or interest in scholarly research and documentation
- Understanding of proper citations, credit, permissions, and use practices

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Knowledge of community engagement, social networking, and equitable practices

DIRECTOR OF EDUCATION

This role is a board position and is responsible for facilitating educational opportunities within the community and local schools. It reports to the executive board and is supported by additional director positions.

Responsibilities include:

- Building relationships within the community and the school districts (Lamar and Katy), as well as private education and homeschooling, to create opportunities to teach or promote Fulshear history
- Overseeing the development and implementation of educational programs, specifically geared towards 4th and 7th grade students and the Texas history curriculum
- Establishing a presence within districts in regard to national programs, such as Reflections and/or Junior/National Honor Society
- Overseeing the development of student clubs/organizations, as well as student volunteer opportunities
- Working alongside other Directors to further the mission objectives of the organization.

Requirements:

- Knowledge of Texas educational objectives, such as TEKS
- Experience coordinating and overseeing projects and groups
- Proven record of successful project management

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Knowledge of community engagement, social networking, and equitable practices

DIRECTOR OF DIGITAL OPERATIONS

This role is a board position and is responsible for overseeing the digital technologies, assets, and interfaces that connect the public to the organization. It reports to the executive board and is supported by additional director positions.

Responsibilities include:

- Maintaining and updating the organization's website according to a designed and board-approved schedule
- Creating content that reflects the mission, vision, and values of the organization while promoting corresponding work and events
- Overseeing the organization's social media, developing a board-approved strategy for maintaining transparency, building positive engagement, and fostering an online community
- Assisting with archival digitization efforts centered around public access.
- Working alongside other Directors to further the mission objectives of the organization.

Requirements:

- Knowledge of digital and online best practices
- Proven record of beneficial social media and algorithm operations
- Understanding of digital design and cohesive branding

Additional Considerations:

- A respect and fondness for the people (both past and present) of Fulshear, Texas
- An interest in history, heritage, and preservation
- Knowledge of community engagement, social networking, and equitable practices