



WORLD OF WONDER
CHILDREN'S MUSEUM

Board of Directors

Recruitment Packet and Job Description

WOW! Children's Museum
110 N. Harrison Avenue
Lafayette, CO 80026
303-604-2424
www.wowchildrensmuseum.org

About WOW! Children's Museum

Since 1996, WOW! Children's Museum has served more than one million visitors from throughout Colorado with quality, fun, creative educational exhibits, programs and special events. In 2015, WOW! served 76,490 children and their families through museum visits and outreach science classes, making us the most visited Museum in Boulder County! We are located in an 8,000 square foot facility in Lafayette, CO. Our focus is to promote science, art, culture, music, practical life role-playing, and the dramatic arts for children ages 1 to 8 years. Education programs are developed with public school elementary educator assistance so that we can fill gaps in science, art and culture via field trips and school outreach programs. WOW! is a popular choice for school field trips, welcoming over 2,000 students annually. Our programs extend and deepen a child's understanding of a topic by providing a fun, multi-sensory, hands-on experience that can be more engaging than a traditional classroom setting.

Our Mission

WOW! Children's Museum is dedicated to providing educational interactive exhibits, activities and programs for all children – bringing families together in a creative environment that sparks imagination, inspires learning through play, and supports school readiness.

Our Impact

- **We inspire learning** – Our hands on science, art and cultural exhibits and programs get children learning in a fun and creative way. We provide an opportunity to ask questions, experiment and apply lessons learned to real life.
- **We enhance education** – WOW!'s education programs supplement the Pre-K through 3rd grade school curriculum with hands-on science classes and field trips.
- **We connect community** – WOW! is a place for families to meet their neighbors and connect to the place we live. By bringing in community groups – musicians, artists, educators, etc., we're connecting families with the rich resources in our community.

Quick Stats

- 2016 Operating Budget: \$475K
- Museum Member Families: 1,500
- Annual Museum Visitors: 76,000
- Employees: 2 full-time, 12 part-time

The Board of Directors

Functions

WOW!'s Board of Directors is responsible for defining and upholding the organization's mission, vision, and values, and for providing overall leadership and strategic direction to the organization. In addition to setting policies and maintaining the nonprofit's overall direction, the board establishes priorities, crafts strategies and ensures that plans and programs are implemented. Board members are also involved in WOW!'s fundraising efforts, spreading the word about our good work and using their connections to gain access to potential donors, actively participating in fundraising campaigns and making their own personal donations.

Responsibilities

- **Organization**

- ☐ Ensure that WOW! Is run in an ethical and legal manner, and implement good governance practices that establish accountability
- ☐ Support, provide direction to, and work with the Executive Director to create a strategic direction for WOW! and to set short and long term goals and policies
- ☐ Assure that management continuity is properly provided
- ☐ Approve appropriate compensation and benefit policies and practices
- ☐ Annually evaluate the performance of the Executive Director
- ☐ Annually review and evaluate the performance of the Board of Directors and take steps to improve its performance

- **Board Participation**

- ☐ Attend at least 80% of board meetings and board activities
- ☐ Actively participate on at least one committee
- ☐ Participate as a paying guest at the annual Gala

- **Community Outreach**

- ☐ When with an appropriate audience (e.g., potential donors or visitors), WOW! should be at the top of your list when talking about your community involvement at a cocktail party, networking event, etc.

- **Fund Development**

- ☐ Make a personally significant financial contribution to the organization
- ☐ Identify potential funding sources and serve as an ambassador in securing organizational funding

- **Financial Oversight**

- ☐ Set and approve the annual budget
- ☐ Review and understand financial statements as they are submitted to the board
- ☐ Stay familiar with the organization's bylaws and operation procedures
- ☐ Sign a conflict of interest statement and disclose all potential conflicts in advance to the board of directors
- ☐ Serve as a member of the board in a manner that promotes the best interests of the organization

Committees

Committees help maximize the board's productivity by matching members with particular expertise to appropriate areas. They allow members to engage with issues more deeply and consistently than the board could as a whole. Committees can research and break down complex issues and present their findings to the board, which can then move forward to making decisions.

- **Executive Committee:** Comprised of board officers, the committee oversees operations of the board; acts on behalf of the board during on-demand activities that occur between meetings and performs evaluation of executive director.
- **Board Development Committee:** Ensures effective board processes, structures and roles, including recruitment, retreat planning, board training, committee development, and board evaluation; prepares priorities for board composition, meets with prospective board members and recommends candidates to the board; recommends a slate of officers to the board and conducts orientation sessions for new board members.
- **Finance Committee:** Oversees development of the budget; ensures accurate tracking/monitoring/accountability for funds; ensures adequate financial controls; recommends financial guidelines to the board and oversees short and long-term investments.
- **Fund Development Committee:** Oversees development and implementation of the organization's fundraising plan; identifies and solicits funds from external sources of support, responsible for involvement of all board members in fundraising.
- **Gala Committee:** Ensures the success of our annual fundraising Gala by setting sponsorship levels and ticket prices, securing corporate sponsorships and live auction items, and selling tables and tickets to the event.

Time Commitment

- Each director is asked to commit to one two-year term. Directors may serve up to three consecutive terms.
- The full board meets approximately 10 times per year. Meetings are generally on Monday nights from 6:00-7:30pm.
- Each director is expected to serve on at least one committee, which will work in between board meetings.
- On average, each board member spends 4-5 hours per month supporting the Museum.

The Selection Process

- Interested candidates should submit a completed Board of Directors Application to Jennifer Hinderliter, Executive Director at jennifer@wowchildrensmuseum.org by the **August 31, 2016 deadline**.
- Top candidates will be interviewed by the Executive Director and Board Development Committee members.
- Nominations will be made to the Board of Directors for election at the November 21, 2016 meeting. Candidates will be notified of the result immediately following this process.