



60 W. Wattles Rd., Troy MI 48098 • 248-524-3570

[www.TroyHistoricVillage.org](http://www.TroyHistoricVillage.org)

   TroyHistVillage

#### **MISSION STATEMENT:**

The Troy Historical Society engages the community and enables life-long exploration of history by sharing and preserving our stories, artifacts, and buildings through creative, meaningful experiences.

#### **NEW BOARD MEMBER PACKET**

#### **INCLUDES:**

Page 2	WELCOME LETTER
Page 3	THS BOARD COMMITMENT FORM (To be signed and returned)
Page 4	PERSONAL INFORMATION FORM (To be filled out and returned)
Page 5-10	FREQUENTLY ASKED QUESTIONS
Document	TROY HISTORICAL SOCIETY BY-LAWS
Document	TROY HISTORICAL SOCIETY POLICY STATEMENTS
Document	CONTACT LIST OF CURRENT THS BOARD MEMBERS
Document	THS VOLUNTEER HANDBOOK

#### **AVAILABLE ON THE TROY HISTORIC VILLAGE WEBSITE:**

[www.troyhistoricvillage.org](http://www.troyhistoricvillage.org)

THS STRATEGIC PLAN  
THS ANNUAL REPORT  
CURRENT EVENTS AND PROGRAMS



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### MISSION STATEMENT:

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Dear Interested Community Member,

Welcome to the Board of Trustees and thank you for your support of the 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 for 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 maintain current membership status in the Troy Historical Society
- ✓ Provide monetary donations to the Society each fiscal year (ending June 30<sup>th</sup>). (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 September 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  
Board of Trustees, Troy Historical Society

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**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 30<sup>th</sup>) 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 Historical Society

**COMMITTEES:** *Please check off at least one choice*

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

- Finance Committee
- Fund Development Committee
- Village Growth and Development Committee
- Community Engagement Committee
- Preservation, Innovation, Education Committee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion, return to JoAnn Preston, Board of Trustees, Troy Historical Society

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current or Most Recent Employer and position: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

**In order to create a Board Profile for various grant opportunities and reporting, you are encouraged to (but not required to) provide the following information:**

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Ethnicity and/or Cultural Identification: \_\_\_\_\_

\_\_\_\_\_



Current Board Memberships and Positions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Past Board Memberships and Positions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community Organization Memberships and Positions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Recommended By: \_\_\_\_\_ Date: \_\_\_\_\_

## Frequently Asked Questions

### ***Who is the Troy Historical Society (THS) Board?***

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

### ***What does the THS Board 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.

### ***What kind of commitment are you looking for?***

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.

### ***What are the types of skills and expertise that could help the THS Board and Village?***

- 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

***How long is a board term and what is the 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.

***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

**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

### ***When does the THS Board Meet? What is my expected attendance?***

- Every other month (Jan, March, May, July, September, November)
- Meetings are usually the third Monday of the month in which they meet. Meeting dates for the year are set at the November meeting of the previous year
- Meetings are a mix of in-person and virtual as discussed and set at the November meeting
- Meetings are traditionally held at 7 pm at the Village or a location provided by a Board Member
- 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. Absences are excused for illness, family emergencies and sporadic travel
- Board Members who have three unexcused consecutive absences from Board Meetings will be dismissed from the Board per the THS Bylaws
- 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?***

- Serve on Board and Village project work groups and help define and evaluate projects
- Serve on Board Committees
- Participate in Board Level Professional Development
- Volunteer for Village programs, events, and fundraising activities

### ***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?***

### **Executive Committee**

Led by the THS Board President and focuses on THS oversight and compliance. Includes all Board Officers and the immediate past President. Tasks may include:

- Serving as a sounding board for the Executive Director and filter for the full Board
- Addressing insurance and risk management issues and develop insurance and risk management policies for THS, its employees and volunteers
- Evaluating the Executive Director during the third quarter of the calendar year (Q3)
- **2022/23 Executive Committee**
  - Padma Kuppa, President (Contact: 248-930-0478, [Padma.Kuppa@gmail.com](mailto:Padma.Kuppa@gmail.com))
  - Michael Nowosatko, Vice President
  - Ken Meskin, Treasurer
  - John Lavender, Assistant Treasurer
  - Kristine Rose, Secretary
  - Judy Iceman, Past President

### **Finance Committee – Meets monthly**

Led by the THS Board Treasurer and focuses on the financial aspects of THS. Tasks may include:

- Providing general financial oversight of the organization
- Reviewing financial statements and reporting including the audit
- Assist in budget development and review
- Monitor internal financial controls and accountability policies
- Review Grants Management

### **Fund Development Committee – Meets as needed**

Led by the THV Community Development Director and focuses on supporting the Village through diversified revenue streams. Tasks may include:

- Working closely with THS Fund Development Director to cultivate and maintain relationships with sponsors, community partners, and donors
- Coordinating sponsors for THV programs and oversee planning of annual fundraising events (Current fundraisers are the Troy Traffic Jam Car Show, Scarecrow Row, and Summer Raffle)
- Developing Spring and Fall fundraising appeals
- Working to recruit and retain THS members. Providing THS Board of Directors with THS Membership updates and annual recommendations regarding membership categories, rates, and member benefits
- Developing sponsorship categories, tiered benefits, and forms of appreciation
- Investigate the development of new fundraisers or revenue streams, implement those determined to be viable for the Village

### **Village Growth and Direction Committee – Meets as needed**

Led by the THV Executive Director and focuses on the development of talented staff and engaged board members. Tasks may include:

- Insuring that THS complies with all Federal and State labor laws
- Hearing and addressing any employee grievances
- Working with the Executive Director and the Finance Committee to investigate, develop, and implement any employee benefits

- Recruiting potential Board Members, solicits the Board for nominations and presents slate
- Orienting new Board Members and arranging Board training workshops with the Board and Executive Director

#### **Community Engagement Committee – Meets as needed**

Led by the THV Volunteer Coordinator and focuses on how the Village interacts with and engages the community. Includes aspects of community partnerships, marketing, and volunteer connections. Focus and tasks may include:

- Serving as Liaisons to community groups, libraries, community centers, and schools and other groups in which they are active (i.e.: Troy Garden Club, Church groups, and Homeowners Associations)
- Coordinating 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, posters, flyers, and postcards; assist in the distribution of marketing information on these platforms and others (using volunteers as needed)
- Working closely with staff and Fund Development Committee to promote annual events and fundraisers
- Help recruiting, train, and support volunteers; includes communication between volunteers and staff about needs, opportunities, and feedback
- Organizing specialized groups of volunteers that may help maintain the Village grounds and buildings, assist in interpretation and programming, or fill other skilled needs

#### **Preservation, Innovation, Education Committee – Meets as needed**

Led by the THV Adult Programs Director and focuses on the protection, improvement, and use of Village buildings, collections, and resources to further the mission of THS. Tasks may include:

- Working 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
- Considering the long-term preservation of historic structures and collections, helps advocate for projects to support preservation
- Working with staff to improve the Village grounds for use in programs and events
- Considering new ways to use Village Collections for seasonal exhibits, mini-exhibits, educational programs, etc.
- Developing signage, materials, and thematic entryways for programs and events from daily school groups to Trick or Treat and Christmas
- Considering accessibility issues around Village buildings, events, and activities and working toward broader inclusion