

**National Episcopal Historians and Archivists
Board of Trustees
Member Expectation Statement**



General Expectations

1. Support NEHA's mission, purposes, goals, policies, and programs while knowing its strengths and needs. Contribute time, talent and treasure as an active, dues-paying member.
2. Serve actively on committees of the Board as requested by the Chair.
3. Make NEHA one of your three giving and serving priorities.
4. Attend activities and events sponsored by NEHA whenever possible.
5. Suggest possible nominees to the Board who are recognized for their achievement and who can make significant contributions to the work of the Board and the progress of NEHA.

Meetings

1. Prepare for and participate in NEHA's Board meetings and scheduled committee meetings, including appropriate NEHA activities.
2. Ask timely and substantive questions at Board and committee meetings consistent with personal conscience, convictions, and ethics, while supporting the majority decision on issues decided by the Board.
3. Maintain confidentiality of the Board's executive sessions, and speak for the board or NEHA only when authorized to do so.
4. Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are addressed.

Fiduciary Responsibility

1. Exercise prudence and sound fiscal practices with the Board in the control of and transfer of NEHA funds.
2. Faithfully read and understand NEHA financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fund Raising

1. Make an annual gift to NEHA according to personal means, and with the realization that the leadership role the Board plays in fund development.
2. Assist NEHA with development of and implementation of fund development strategies.

The National Episcopal Historians & Archivists (NEHA) encourage every diocese, congregation, and organization in the Episcopal Church to collect, preserve, and organize its records and to share its history.