

**BUILDING LEADERSHIP  
BOARD OF DIRECTORS' JOB DESCRIPTION  
DSPA-HALE BYRNES HOUSE**



**MISSION**

**DSPA-HALE BYRNES Nonprofit's mission is to protect, preserve, and promote the buildings and grounds of the historic Hale-Byrnes House, an 18th century Quaker farmstead.**

**Vision Statement:** DSPA's vision includes the careful and accurate maintenance, repair, restoration, and historically sensitive renovation of the Hale Byrnes House and grounds. AS the southern anchor of the White Clay Creek Wild and Scenic River designation, we aspire to remain a small but friendly, historically accurate and welcoming meeting place for families, Revolutionary War scholars, fishermen and eco-tourists.

**DSPA-HALE BYRNES' Niche** is the time period 1750-1850. Our collection policy helps us remain true to our mission without amassing irrelevant or inappropriate material.

For more information, please visit our website at [www.Hale-Byrnes.org](http://www.Hale-Byrnes.org). Click on the "About Us" link.

**POSITION: BOARD MEMBER**

The Board will support the work of DSPA-HALE-BYRNES and provide mission-based leadership and strategic governance. The Board and Resident Curators/Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

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**LEADERSHIP, GOVERNANCE AND OVERSIGHT**

- Serving as a trusted advisor to the Resident curators/executive director as s/he develops and implements DSPA-HALE-BYRNES's strategic plan
- Reviewing outcomes and metrics created by DSPA-HALE-BYRNES for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving DSPA-HALE-BYRNES's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the resident curators/executive director
- Assisting the resident curators/executive director and board chair in identifying and recruiting other Board Members
- Partnering with the resident curators/executive director and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing DSPA-HALE-BYRNES to stakeholders; acting as an ambassador for the organization
- Ensuring DSPA-HALE-BYRNES's commitment to a diverse board and staff that reflects the communities DSPA-HALE-BYRNES serves
- Fundraising. DSPA-HALE-BYRNES Board Members will consider DSPA-HALE-BYRNES a philanthropic priority and make annual gifts that reflect that priority. So that DSPA-HALE-BYRNES can credibly solicit contributions from foundations, organizations, and individuals, DSPA-HALE-BYRNES expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

**BOARD TERMS/PARTICIPATION**

DSPA-HALE-BYRNES's Board Members will serve a three-year term to be eligible for re-appointment for two additional terms. Three year terms of three years each for a total of nine years is recommended. Emeritus Board members can be re-elected after one year off the Board. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

**QUALIFICATIONS**

This is an extraordinary opportunity for an individual who is passionate about DSPA-HALE-BYRNES's mission and who has a track record of board leadership. Selected Board Members should have achieved leadership stature in history, museum studies, business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

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**IDEAL CANDIDATES SHOULD HAVE THE FOLLOWING QUALIFICATIONS:**

- Be familiar with the history of the house and grounds and have been active participants in DSPA's programs and meetings.
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of DSPA-HALE-BYRNES's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of DSPA-HALE-BYRNES's beneficiaries
- Service on DSPA-HALE-BYRNES's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.