

***Building Museum Boards*** includes nine templates:

1. The ***Nominations Timeline*** is a continuum of board-building steps tied to your museum's fiscal year. Presented in a calendar format using **Microsoft Word**, this timeline can serve as the governance committee's guide to the year's activities.

2. The ***Individual Board Member Profile*** is used to gather information from individual board members. Written in **Word**, this form is printed and distributed to each current board member, then returned to the governance committee for compilation.

3. The ***Board Profile Summary*** is a spreadsheet for compiling data from the ***Individual Board Member Profile***. Written in **Microsoft Excel**, it converts data into charts and graphs that provide clear pictures of the board from many perspectives, such as demographics, experience, level of giving, and personality style.

4. The ***Board Life Cycle*** is a chart showing individual board members' tenure in relation to the museum's term limits. Two **Excel** spreadsheets generate graphs showing the collective "age" (or experience level) of the board as a whole and the "age" of each board committee.

5. The ***Board Prospect List*** is a **Word** table to help the governance committee monitor its progress in identifying, contacting, and recruiting nominees.

6. ***Board Job Descriptions*** is a **Word** document that lists typical board responsibilities to help the governance committee identify current and future board members with leadership potential.

7. The ***Board Contract*** outlines the mutual responsibilities of trustees and the museum. This **Word** document will be tailored to the individual museum before it is printed and signed by the new board member and the museum director.

8. The ***First-Year Board Member Assessment*** is a questionnaire that new board members complete at the end of their first year of service. The governance committee will use it to plan recruitment and orientation. This template has two parts: a questionnaire written in **Word** and an **Excel** spreadsheet to tabulate the responses.

9. Orientation is a **Microsoft PowerPoint** presentation to guide board orientation sessions. By inserting a variety of information about the museum, the governance committee will create a customized slide show.

***Building Museum Boards*** also includes a list of organizations, publications, and web sites on board development.