



## Museum Director and Board Responsibilities

Note: This information applies to Camps who have a museum as well as to Companies. In this case, the captain and her Executive Board replace the President and her Executive Board as applicable.

### Introduction

Museums are a critical part of preserving the past and part of the purpose of Daughters of Utah Pioneers. Serving as a Museum Director is a major responsibility that allows one to make significant contributions to a community. Not every Company has a museum; but where a Company own or manages a museum, a Museum Director and museum board are appointed by the Company President and serve under the Company Executive Board.

### ISDUP Constitution and Bylaws

#### Museum Director and Company Museum Board

- A. A Company Museum shall have a Museum Director who is appointed by the Company President(s) as approved by the Company Executive Board(s). The Museum Director shall serve for a term of two years and shall be eligible for reappointment by the Company President(s) as approved by the Company Executive Board(s).
- B. A Company Museum shall have a Company Museum Board consisting of a minimum of three Members including the Company President(s) or her designee from the Company Executive Board, the Museum Director, and others who shall be appointed by the Company President(s) as approved by the Company Executive Board(s). The Company Museum Board shall serve under the direction of the Company Executive Board(s).
  - a) The Company Museum Board shall be responsible for determining projects, addressing problems, and ensuring that all museum business is handled in an accountable manner. Day-to-day operations and implementation of decisions made by the Company Museum Board shall be carried out by the Museum Director and museum staff.
  - b) Deeds, lease agreements, necessary insurance policies, and protection of tax-exempt status shall be reviewed by the Company Museum Board annually.
  - c) The Museum Director and museum staff shall accession, preserve, and display artifacts and photos in such places and manner as are consistent with ISDUP Policy. The Company Museum Boards shall be bound by *ISDUP Constitution and Bylaws* and all approved ISDUP Policy for ISDUP Museums.
  - d) Company museum collections shall be owned by the ISDUP Company(s). All accessioned artifacts and pictures become property of the ISDUP Company(s) and may not be sold, returned to their former owners, or loaned for any purpose. No accessioned artifact may be used or displayed in a location separate from the established museum collection. If a Company is unable to care for its collection, that collection becomes the property of ISDUP. (*ISDUP Constitution and Bylaws*, Section 9)

### Responsibilities

#### 1. Museum Director

- Hold meetings with Museum Board and provide on-going communication under the direction of the Company President.
- Develop and approve an annual budget under the direction of the Company President and Museum Board.
- Ensure minutes of Museum Board meetings are taken and used as a record and for follow up on decisions and direction.

## 2. Museum Board

- Develop job descriptions and ways of determining effectiveness in completing goals, assignments, and projects for Museum Director and staff.
- Ensure schedules are developed and maintained by the Museum Director.

## 3. Museum Treasurer

- Oversee and track all financial income and expenditures connected to the museum.
- Provide monthly hard copy financial income and expense statements at Museum Board meetings for review and approval to the members of the Museum Board.
- Provide a hard copy balance sheet to the members of the Museum Board at least once a year.
- For those museums with bank accounts or funds tracked separately from Company bank accounts:
  - Complete the Satellite Museum Annual Financial Review (ISDUP.org → Forms tab → Treasurer) yearly following the completion of the fiscal year on May 31 and submit a copy annually to the Company Treasurer by June 15. She shall forward a copy on to the ISDUP Treasurer by June 30.
  - In the case of Museums under the jurisdiction of more than one Company, the Museum Treasurer shall send a copy of the Satellite Museum Annual Financial Review directly to the ISDUP Treasurer by June 30. Copies of this report shall also be sent to each of the Company Treasurers of the Companies involved with the Museum for them to archive.
  - The Satellite Museum Annual Financial Review will be used to prepare the Satellite Museum Treasurer's Update (ISDUP.org → Forms tab → District Conventions) given to the Company members at the annual District Convention.
  - Three (3) members of the Museum Board are required to be signers on the museum bank account. One of these should be the Museum President and one of these should be the Company President. In the case of several Company Presidents being on the museum board, at least one of these Presidents should be a signer on the account. All checks require two signatures.
- For those museums that do not have a separate accounting for their museum, either by separate account or ledger, but include their museum funds within their Company bank account:
  - The Company Annual Financial Review (ISDUP.org → Forms tab → Treasurer) submitted to the ISDUP Treasurer by June 30 on an annual basis will suffice.
  - The museum financial report will be incorporated into the Company Treasurer's Update (ISDUP.org → Forms tab → District Conventions) given to the Company members at the annual district convention.
- Be familiar with IRS and tax guidelines as outlined at: ISDUP.org → Leadership tab → Treasurer and ISDUP.org → Leadership tab → IRS Information.
- Ensure that the filing of the required 990-N e-postcard (or in some cases, the 990-EZ form) outlined in these instructions is done yearly in accordance with IRS guidelines to protect your tax-exempt status under ISDUP per the instructions outlined above. Click [here](#) to file the 990-N e-postcard. Click [here](#) to access a helpful printable user guide you can use in your e-filing.
- Provide a copy of all grant applications to the ISDUP Satellite Museum Chairman. Once a grant has been approved, the completion form including the intended use of the grant must be sent in a timely manner to the ISDUP Satellite Museum Chairman.
- Handle all grant monies separately from other museum monies.

- Provide any other financial records pertaining to the museum in a timely manner when requested by ISDUP.

#### 4. Accession, List, Preserve, and Display

- Develop and maintain in coordination with Museum Director and board a procedure for processing artifacts and pictures including documentation, procurement procedures, display needs, etc. Information about the care and handling and procedures is found at: ISDUP.org → Museum tab → Satellite Museums.
- Preserve and display artifacts and pictures and utilize the ISDUP information and mission statement with Museum Director and board consulting with experts.

#### 5. Train Camps

#### 6. Resources Found at ISDUP.org

- Museum Director and Board Responsibilities (*this document*) found at: ISDUP.org → Leadership tab → Camp/Company Officer Information and at: ISDUP.org → Museum tab → Satellite Museums
- Satellite Museums Policies and Guidelines found at: ISDUP.org → Leadership tab → Camp/Company Officer Information and at: ISDUP.org → Museum tab → Satellite Museums
- Care and Handling and Procedures Handout found at: ISDUP.org → Museum tab → Satellite Museums
- Sample Memorandum of Understanding found at: ISDUP.org → Museum tab → Satellite Museums