

Trustee Job Description

Montana Cowboy Hall of Fame and Western Heritage Center

Trustee's Role

As a Trustee of the Montana Cowboy Hall of Fame you play a vital role in honoring our cowboy way of life, Indian cultures and Western heritage. Your leadership provides a direct link between your local community and the mission that the Montana Cowboy Hall of Fame is commissioned to fulfill. Serving as the local link to the state-wide organization, you are charged with several important responsibilities that are carried out in your local District. The local District Committee is the mechanism that we organize our Trustee's throughout the entire state. It is through your participation and leadership in your District that the mission of the Montana Cowboy Hall of Fame and Western Heritage Center will be fulfilled. Collectively, the Trustee's of the Montana Cowboy Hall of Fame provide a united voice that represents all Montanans. This collective voice guides our actions as we honor our incredible Montana legacy.

Duties and Responsibilities of Trusteeship

1.) Hall of Fame Nominations and Inductions

- Each Trustee actively participates in the annual Montana Cowboy Hall of Fame nomination and induction process by:
 - Working to identify and bring forward noteworthy nomination from within your respective district.
 - Participate in the review and induction of honorees into the Hall of Fame by exercising your right to vote in the annual induction election.
 - Attending the Annual Induction Ceremony.

2.) Term

- Each Trustee agrees to serve a two year term.
- Following the two year term, Trustees may continue on an annual basis after review and approval by the MCHF & WHC Board of Directors.

3.) District Committee Participation

- Each Trustee is asked to select and actively participate in their respective District Committee in a minimum of one of the following District Sub-Committees.
 - Memberships & Community Relations Sub-Committee
 - Finance Sub-Committee
 - Archives & Research Sub-Committee
 - Activities, Programs and Special Events Sub-Committee
- District Committee and Sub-Committee meetings will be scheduled within each district at the discretion of each respective committee. Meetings will be scheduled to accommodate the successful completion of the committee's tasks and objectives.
- District Committees will meet no less than once per quarter and no more than once per month to accomplish the districts goals and objectives. Sub-Committees may meet as frequently as needed to conduct the business of the sub-committee.

4.) Hall of Fame Induction Eligibility

- Active (currently enrolled) Trustee's are not eligible for induction in the MCHF & WHC.
- An individual is not eligible for induction into the MCHF & WHC until one-year (365 days) after the expiration of their last term as a Trustee.

5.) Voting Authority

- As an active Trustee you not only have a say through the annual nomination and election of new inductees in to the Montana Cowboy Hall of Fame, but also as a vote holder at the Annual Business Meeting of the Montana Cowboy Hall of Fame and Western Heritage Center.
- At the Annual Business Meeting, each Trustee is entitled to vote on the ratification of the slate of Board of Directors as well as any proposed changes to the articles of incorporation.

As a Trustee you recognize that our mission to honor our cowboy way of life, Indian cultures, and collective Western heritage cannot be achieved without a healthy financial foundation from which to build upon. Based on your interest, willingness and ability, we appreciate your consideration of a Membership at a level of your choosing.

TRUSTEE APPLICATION

Montana Cowboy Hall of Fame and Western Heritage Center

Candidate Contact Information

TITLE/PREFIX: _____

(Ms., Mrs., Mr., Dr. Etc)

NAME: _____ Preferred/ Nickname: _____

(First - Middle - Last)

PHYSICAL HOME ADDRESS:

Address

City

State

Zip

COUNTY OF RESIDENCE: _____

MAILING ADDRESS: (List if different from your home address)

Address

City

State

Zip

HOME PHONE: (_____) _____ - _____

EMAIL ADDRESS: _____

WORK PHONE: (_____) _____ - _____

CELL PHONE: (_____) _____ - _____

BIOGRAPHICAL & SUPPORT INFORMATION: (Optional) *Please answer on a separate piece of paper.*

- 1.) Please provide a brief biography about yourself, family and history in Montana.
- 2.) In your opinion, what is the importance of honoring our cowboy way of life, Indian cultures and Western heritage?
- 3.) In what areas do you believe you may best aid in the fulfillment of our mission?
(ie. Nominations/Archives, Fundraising, Administration/Organization, Special Events, Programs, etc.)
- 4.) Please share any creative ideas that you believe will aid in furthering our mission.
- 5.) Please list any other individuals/contacts that you believe may be interested in joining the MCHF & WHC team.

Acknowledgement:

I have fully read and understand the Duties and Responsibilities of Trusteeship and by completion of this application request to be considered for membership as a Board of Trustee's Member of the Montana Cowboy Hall of Fame and Western Heritage Center. I understand that my Trustee Membership is a privilege served at the discretion of the Board of Directors and that I will serve in good faith and in the best interests of the Montana Cowboy Hall of Fame and Western Heritage Center, other members and our Mission to honor our cowboy way of life, Indian cultures and Western heritage.

APPLICANT SIGNATURE

DATE