Company Museum Director and Museum Board Responsibilities

Introduction
Museums are a critical part of preserving the past and part of the purpose of the Daughters of the Utah Pioneers. Serving as a museum director is a large responsibility that allows one to make significant contributions to a community. Not every company has a museum but where a company owns 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
- Having a company museum director and board is applicable where company/companies owns/own a museum, building, log cabin, and/or artifacts collection.
- The museum director and museum board is appointed by company president/s and serve under the company executive board.
- The director of a museum serves for a term of two years and is eligible for reappointment, but not to exceed three consecutive terms.
- The company museum has a museum board of directors consisting of a minimum of three members. These shall include the company president/s, museum director, and others chosen jointly by the president/s and director.
- The museum board, together with museum director, is responsible for establishing museum projects, solving museum problems, determining museum priorities, and seeing that all museum matters are handled in an accountable manner.
- The day-to-day operations and application of decisions made by the museum board is carried out by museum director and museum staff.
- The museum director and museum staff accession, inventory, preserve, and display artifacts, photos and portraits in such places and manner as is consistent with ISDUP Museum Mission Statement.
- Company museum collections are owned by the company/companies. All donated artifacts and pictures become property of the company/companies 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 becomes unable to care for its collection, that collection become the property of ISDUP. Upon receipt of the museum board of directors’ decision to forfeit its collection, the company president/presidents is to immediately notify the International president in writing.

Responsibilities
1. Museum Director - Provide Leadership for Meetings of the Museum Board and Determine Priorities, Budgets and Projects Under the Direction of the Company President
   - Hold meeting with museum board and provide on-going communication under the direction of the company president.
   - Develop and approve and 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 - Make Decisions About the Day-to-Day Operation and Monitor Applications of Decisions Carried Out by the Museum Director and Museum Staff**
   - Develop job descriptions and ways of determining effectiveness in completing goals, assignment and projects for museum director and staff.
   - Ensure schedules are developed and maintained by the museum director.

3. **Accession, List, Preserve, and Display Artifacts and Pictures in Such Places and Manner as is Consistent With ISDUP Museum Mission Statement**
   - Develop and maintain in coordination with museum director and board, a procedure for processing artifacts and pictures including documentation, procurement procedures, display needs, etc.
   - Preserve and display artifacts and pictures and utilize the ISDUP information and mission statement with museum director and board consulting with experts.

4. **Provide Leadership and Training to Company Board and Camps**

5. **Perform other Duties as Assigned by the Company President**

6. **Use Only Current Forms and Information Found at ISDUP.org**