



RHS Board of Directors: Assistant Treasurer

Mission: The Richfield Historical Society's mission is: to acquire, document and preserve the unique story of Richfield, Minnesota. In addition, our mission is to inspire a sense of place and history through the details of our past.

About RHS: The Richfield Historical Society is a 501(c)3 nonprofit organization that formed in 1967 to preserve the Riley Bartholomew House. Since then, we have expanded our goals to collection, preserve and share the history of Richfield, Minnesota. We operate at our History Center, Library and Bartholomew House museum located at 6901 Lyndale Ave. South. The Society currently has the following staff members: Executive Director (20 hours/week).

Assistant Treasurer Focus: The Assistant Treasurer will be responsible for working alongside the Treasurer with the operations with bookkeeping.

- Meeting with the Treasurer once a month to review transactions
- Assist with filing required governmental reports and payments
- Participate in fiscal year budgeting
- Prepare finance reporting for board meetings

Suggested Responsibilities:

- Advance the mission of the Richfield Historical Society
 - Actively promote the mission of the Society, contributing to ideas and expertise.
 - Be informed about the society's mission, services, programs and policies; inform others about the society, and work to enhance the organization's public image.
 - Follow the Society's conflict-of-interest policy.
- Actively participate in all board meetings
 - Attend monthly Board meetings in person or by phone.
 - Review agenda and supporting materials prior to board meetings.
 - Complete work required outside of board meetings, as needed, to achieve the society's needs and ensure operational success.
 - Participate in special events
- Ensure adequate resources
 - Maintain an active membership
 - Make additional gift according to personal ability
 - Seek additional members and solicit financial donations

Richfield Historical Society
6901 Lyndale Ave. South
Richfield, MN 55423
richfieldhistory@gmail.com
(612) 798-6140



Elected by: Board of Directors, Richfield Historical Society members

Term Length: 2 years

Time Commitment: Monthly meetings, additional time required for special assignments and other board commitments.

Application Procedure:

Please submit the attached application, and resume to:

Richfield Historical Society
6901 Lyndale Ave. South
Richfield, MN 55423

Or email your application to:

richfieldhistory@gmail.com

Application are due by **November 20, 2017**. Positions are generally two year terms. If you have any questions, please contact RHS Executive Director, Alyssa Swanson at 612-798-6140 or email at richfieldhistory@gmail.com. Thank you for your interest in the Richfield Historical Society.