

## Old Pen Joint Powers Board Member Position Description

### **Title**

Member, Old Pen Joint Powers Board

### **Purpose**

To serve as an active voting member of the legally constituted volunteer Board which has authority and responsibility for the development of policies and continuing review of the conduct of the business of the Wyoming Frontier Prison. To raise funds in support of the organization's purpose to preserve and operate the Wyoming Frontier Prison Historic Site. The Site will operate for community service through its historic significance, tourism, education, and recreational opportunities for the visitors and residents of the City of Rawlins and Carbon County.

### **Term**

Appointed to a three year term (except when filling an unexpired term).

### **Criteria**

- Willing to accept and promote the mission, goals and objectives of the Old Pen Joint Powers Board.
- Must be passionate about the history of the former Wyoming State Penitentiary, Rawlins, and Carbon County.
- Must be committed to the preservation of the Wyoming Frontier Prison and be cognizant of the fact that the Historic Site is listed on the National Register of Historic Places and must be maintained within the Secretary of the Interior's Standards for Rehabilitation.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Willing to make a personal financial contribution by joining the Friends of the Old Pen at a level that demonstrates commitment and sets a standard for others and is willing to ask others to give.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of fund raising events such as PrisonFest , the Masquerade, and Christmas *out of the Big House*.

### **General Responsibilities**

To serve as an active voting member of the legally constituted volunteer Board which has authority and responsibility for the development of policies, supervision including hiring and firing of the Historic Site Director, and continuing review of the conduct of the business.

### **Specific Tasks**

Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions and special meetings as appropriate.

- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing the Wyoming Frontier Prison. Each board member is expected to vote their

position after careful consideration of the issue. Tasks which will require preparation and a vote by Board members include:

- Decisions on issues, policies, priorities, financial responsibilities such as budgeting, goals and objectives;
- Participation with other Board members and staff in the formulation, updating, and approval of long range strategies and objectives;
- Nomination and election of officers of the Board;
- Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and,
- Approval and monitoring of the operation, property, and equipment budgets.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Assure a process is in place to periodically self-evaluate the performance of the Board and Director.
- Make a personal and/or business contribution to the Friends of the Old Pen, as well as solicit funds from others in annual support campaigns.
- Promote the mission, goals, and objectives of the Old Pen Joint Powers Board, the Friends of the Old Pen, and the Wyoming Frontier Prison to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.

## **Time Demands**

### **Regular Meetings**

### **Estimated Time Demands**

Monthly board meetings except  
July, October, and December  
(By-Laws: The board shall meet not less than once each three months) 1-2.5 hours/ month

### **Other**

Special Events in June, October, & December or as scheduled.