



## **Volunteer Position: Governance Committee Member**

**Vision:** The Museum of the Peace Corps Experience (MPCE) envisions connecting people around the world to inspire service and peace, showing that our common humanity is more fundamental than the cultures and ideas that separate us.

**Mission:** The Museum of the Peace Corps Experience collects and preserves stories and objects of material culture donated by volunteers who serve in communities around the globe. It fosters cultural understanding through education and promotes research on the impact of the Peace Corps, encouraging visitors to serve—wherever they live, however they can.

**Title:** Governance Committee Member

**Purpose:** To ensure that the Museum is compliant and transparent in meeting legal expectations as a 501(c)(3) non-profit organization

### **Responsibilities of the Governance Committee:**

- Review and update, as needed, the Museum’s current governing documents, including Bylaws
- Institute a gap analysis to identify needed policies, then draft those policies to present to the Board for approval and implementation
- Ensure that any and all online postings (e.g., Guidestar) describing the Museum are accurate and up-to-date
- Work through the Governance Committee Chair to advise the Executive Director and the Board of Directors on governance

**Time:** As needed - approximately 1 to 2 hours per week

**Location:** This is a remote volunteer position

**Reports To:** The Governance Committee Chair

**Appointment:** Minimum of one year; continuation if re-appointed in December Board meeting

**Qualifications:**

- Experience on a non-profit board
- Formal legal experience desired, but not required

- Effective communication skills, both verbal and written
- Ability to uphold ethical standards and maintain confidentiality
- Proficient in working on Google Drive

**Support Provided:** Works with other Governance Committee members (expected to be 3-5 members) under leadership of Governance Committee Chair. Access to Google Drive. Meets regularly with the committee via Zoom or Microsoft Teams.

**How to Apply:** Please send an expression of interest and resume to the email address below with the position title in the subject line: **Governance**. In your expression of interest, please cite where you saw the position posting. Thank you!

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