



Historic Fort Steilacoom Association

Board Member Job Description

The Historic Fort Steilacoom Association (HFSA) is a 501(c)3 organization whose mission is “sharing and preserving the first U.S. Army Post in the Puget Sound Region with museum guests.”

HFSA Board primary responsibilities:

- a. Restore and preserve historic Fort Steilacoom.
- b. Perpetuate the significance of the site for the benefit of the public by operating a museum complex.
- c. Present strong educational program stressing the role of the Fort in Northwest history.
- d. Ensure the financial health of HFSA through selling guided tours, collecting membership dues, soliciting donations, securing grants and holding special events.
- e. Support and recognize Fort Steilacoom's volunteers.

The HFSA Board is an all-volunteer, working board that works in several capacities and serve on committees to operate the Interpretive Center, Research Library and four historical structures. The HFSA Board works with the Washington State Department of Social and Health Services (DSHS) to ensure smooth operations. Fort Steilacoom buildings and grounds are owned and by DSHS, but operated by HFSA. The HFSA Secretary serves as the liaison between HFSA and DSHS.

HFSA Board Members are required to:

- a. Be a member in good standing at the time of election by the membership during the Annual Membership Meeting (held in the fall).
- b. Maintain membership status while serving on the Board.
- c. Comply with the Association’s Conflict of Interest Policy.
- d. Serve a two (2) year term on the Board.
- e. Attend and actively participate in membership and Board meetings; may not miss more than thirty percent (30%) of meetings in a twelve (12) month period.
- f. Actively serve on at least one (1) standing committee.
- g. Participate in fundraising and special events, which may include making financial or in-kind contributions to the Association.
- h. Serve as a docent or volunteer during museum open hours.
- i. Represent the Association in a good light to the community and the community to the Board.
- j. Work to enhance the development and growth of the Association.

Email info@historicfortsteilacoom.org if you are interested in volunteering on the Board of Directors.