NAME Leadership Team Position Description

WEBMASTER

The National Association for Museum Exhibition (NAME) is one of the Professional Networks of the American Alliance of Museums (AAM). Its mission is to enhance the cultural landscape by advancing the value and relevance of exhibitions through dialogue among individuals, museum leaders, and the public. The association promotes excellence and best practices, identifies trends and recent innovations, provides access to resources, promotes professional development, and cultivates leadership. It represents nearly 2,500 museum staff and independent professionals, including designers, content developers, fabricators, evaluators, and others engaged in programming and museums. NAME is run by a 21-person volunteer Leadership Team.

GENERAL RESPONSIBILITIES OF NAME LEADERSHIP TEAM MEMBERS

- Understand and promote the organization’s mission
- Attend full Leadership Team meetings and appropriate committee meetings
- Review agenda and supporting documents prior to meetings
- Participate in sponsorship activities, special events, and program development
- Support all activities of the organization that include but is not limited to:
  - Developing programs, workshops, and publications
  - Adopting an annual budget and providing fiscal oversight
  - Recruiting, training, and developing Leadership Team members
  - Establishing policies for the effective management of the organization

RESPONSIBILITIES OF THE MEMBER-AT-LARGE ROLE

- Maintain and update the NAME website (www.name-aam.org) on a regular basis; this includes large updates such as adding new and archiving back articles to the Exhibition journal index.
- Answer any contact requests that come through the website and, if necessary, refer to the appropriate NAME Leadership Team member.
- Maintain the NAME email listserv; approve new members and posts to go out to the listserv.
- Participate in Communication Committee meetings.
- Other duties as required.

TERM LENGTH AND LIMITS

- Two years
- May serve no more than two consecutive terms in this position, and eligible to transition into a different role on the Leadership Team if reaches term limit

ELIGIBILITY

- Must be a member in good standing with AAM and must not hold a national level office in the AAM or one of its other Professional Networks during the same time of NAME Leadership Team service

TIME DEMANDS

- Attend and actively participate in at least 75% of Leadership Team meetings (two annual in-person meetings and quarterly calls as needed)
- Attend and actively participate in committee meetings and position-related work (approximately four to eight hours per month)