

# Nominations for the WI&M Railway HPG Board of Directors

**Greetings** members, volunteers, and supporters of the WI&M Railway History Preservation Group (HPG). We've done a lot of good things down at the Depot and we'll be ramping up for all kinds of activities in the coming months. Here is a quick rundown on how the HPG operates and how you can join in the fun.

**Management of the HPG** is distributed amongst three key groups: The Board of Directors; the Officers; and, the Project Chairpersons, or Chairs. By filling these positions with a variety of individuals, the HPG can remain a dynamic organization. There are no distinctive talents or abilities required for most HPG positions. Tenacious self-starters and methodical academics have performed their jobs equally well. What they all share is a devotion to completing the task at hand and answering the challenges of making our 501(c)3 nonprofit a little more successful each year.

**Directors to the Board** are *not* required to be WI&M HPG members. Past and present directors had careers in banking; business; customer service; local, state and federal government; history; law enforcement; investments; construction; engineering; transportation; marketing; etc. Effective directors are those whose abilities, passions, and experience complement our historical society and its interests.

**Directors serve for three years** and attend two annual board meetings, usually in Potlatch, Idaho on the third week of March, and during the second week of July, just prior to our History/Speeder Day. There is also the occasional e-mail board meeting to vote on a point of rule or to direct the officers in a specific task that requires attention prior to the next board meeting.

**Two director seats are open this year!** Two long-time directors—Don Somers and Carl Sonner—will retire from the Board at our annual meeting on March 24, 2012. We are accepting nominations for Directors to the board from every card-carrying HPG member. *(Please use the nomination form at bottom.)* Members can nominate more than one candidate for Director and can nominate themselves. Please be sure your nominee wants to be a candidate and aspires to help direct our organization.

**The HPG Officers**—President, Vice-president, Treasurer, and Secretary—serve at the pleasure of the Board. Officers must be card-carrying members, and are tasked with conducting the daily business decisions and operations of the WI&M HPG. **Please know that our Treasurer intends to retire in one year.** An Assistant Treasurer will be chosen to work with Don until he retires, and then assume the Treasurer duties. Those interested should mark **'Officer's Assistant'** on the next page and write in "Treasurer".

**Project Chairs** are responsible for one specific project or activity. Current projects and activities that require chairpersons are: The Potlatch depot; the X5 caboose; the BENX 182 boxcar stage; the WI&M Railway/Potlatch Lumber Company museum; membership; special events; presentations/exhibitions; public relations; merchandising, and editing of the WPQ. Each chair works within the budget granted them, but are encouraged to enlist volunteers, solicit support from local businesses and, with approval, apply for grant funding. Each chair reports their activities to the board at least once annually, and they may petition the officers and the board for an expanded scope of work or more funding at that time.

**The WI&M Railway HPG needs your help!** It needs your individual viewpoint, your skills and abilities,

Washington, Idaho & Montana Railway History Preservation Group, Inc.

## Nomination to the Board of Directors

I, \_\_\_\_\_, as a current member of the WI&M Ry HPG, membership # \_\_\_\_\_, hereby exercise my right to nominate the following person(s) to the Ballot for consideration as a Director of the WI&M Ry HPG:

Name:	_____	Name:	_____
Address:	_____	Address:	_____
City/St/Zip:	_____	City/St/Zip:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____

Clip and  
Mail to:

**WI&M Ry HPG, Inc., Attn: Nominations, PO Box 547, Potlatch, ID 83855**

# Applicant for WI&M Ry HPG Officer / Project Chair / Assistant

and your enthusiasm for preserving history. Read the position descriptions listed on the next page → select the ones you're most interested in, and return the Director Nomination and Applicant form to:

WI&M Ry HPG, Inc.  
Attn: Nominations  
PO Box 547  
Potlatch, ID 83855

Thank you for nominating a Director candidate, and especially for showing us where your interests lie. Your support of our activities is greatly appreciated. With your help, the WI&M Ry History Preservation Group will continue to preserve the unique railroad histories of the Potlatch Lumber Co. and the WI&M.

Jim West, Director

## BRIEF DEFINITIONS OF THE DUTIES OF THE WI&M Ry HPG DIRECTORS, OFFICERS, AND PROJECT CHAIRS

**Director**—Meets twice annually, receives information from officers and chairs, votes on future direction of corporation.

### Officers—

**President:** Leads the corporation, its business and activities; authorizes payments; signs all legal and business documents; communicates with membership via *WPQ*; is the corporate spokesperson; elected by and serves at pleasure of Board.

**Vice President\*:** Advisor to the President; performs all presidential duties when the President is absent.

**Treasurer\*:** Disburses, deposits funds as authorized by the President; maintains financial records and documents (using *'QuickBooks for Nonprofits'*); maintains membership records, reminders, and cards; prepares reports for the Board.

**Secretary\*:** Records all meetings of the Officers and the Board; prepares meeting agenda and folios; maintains corporate minute book; distributes legal and news releases as directed; maintain corporate and historical files.

*\*Elected by the Board but accountable to the President.*

### Projects—Chairs /Assistant Chairs / Staff / Volunteers—

**Potlatch Depot:** Planning, coordination of restoration, renovation work; development of museum, office, and rental spaces.

**BENX 182 Stage:** Marketing, staging of fundraising and community performances; maintenance of stage, lighting, PA.

**X5 Caboose:** Exterior restoration of original NP/WI&M wood-sided caboose as a stationary museum exhibit.

**WI&M/PLCo Museum:** Oversee cataloging, exhibition of collection; organizes staffing; liaison to Potlatch Historical Society.

**Presentations:** Exhibits HPG, merchandising at three annual railroad swap meets and during Depot/Speeder Day event.

**Depot/Speeder Day:** Coordination of speeders, attractions, food, etc. for HPG's annual fund raiser 2nd Saturday each July.

**Merchandising:** Determines stock and orders inventories for resale; sells HPG merchandise at swap meets, depot, online.

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## Applicant for Officer / Project Chairperson / Staffing Volunteer

I, \_\_\_\_\_, request my consideration for the position(s) checked below:

**Officers:** President  Vice President  Treasurer  Secretary  Officer's Assistant  \_\_\_\_\_

**Chairpersons:** Potlatch Depot  BENX 182 Stage  X5 Caboose  Museum  Exhibitions   
Depot & Speeder Day  Company Store/Merchandising  Assistant Chair  \_\_\_\_\_

**Assistant Chair:** Historian  Membership  Public Relations  Grant Writing  Publications Editor

Training/Skills: \_\_\_\_\_

Interests/Other: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_