



National Capital Trolley Museum

Board of Trustees Position Description

Overview

The National Capital Trolley Museum (NCTM) is a nonprofit educational institution dedicated to preserving, interpreting, and sharing the history of electric street and interurban railways in the Nation's Capital region. Through its collections, archives, exhibits, educational programs, and operating streetcar railway, the Museum provides immersive experiences that connect visitors to the history of transportation and its role in shaping communities.

As the Museum enters a period of growth and transformation, members of the Board of Trustees are expected to serve as active ambassadors, advocates, and strategic leaders who help advance the Museum's mission while ensuring its long-term sustainability and impact.

Purpose of the Board

The Board of Trustees is responsible for providing governance, strategic direction, financial stewardship, and community leadership for the Museum. Trustees work collaboratively with Museum leadership to strengthen organizational capacity, expand educational opportunities, increase public awareness, grow philanthropic support, and position the Museum as a leading transportation history and education institution.

Board Member Responsibilities

Trustees are expected to:

- Support and promote the Museum's mission, vision, and strategic goals.
- Attend and actively participate in Board meetings and committee meetings.
- Provide oversight of the Museum's financial health, policies, and long-term planning.
- Serve as ambassadors for the Museum within the community.

- Assist in identifying and cultivating relationships with prospective donors, sponsors, foundations, and community partners.
- Advocate for the Museum with business leaders, government officials, educational institutions, and community organizations.
- Support fundraising efforts through personal involvement, relationship-building, and donor engagement.
- Attend Museum events and represent the organization at public functions when possible.
- Contribute expertise and professional knowledge that advances the Museum's strategic objectives.
- Help identify and recruit future trustees whose skills and experience strengthen the Board.

Board Composition and Expertise

The Museum seeks a diverse Board of Trustees whose collective experience reflects both the preservation of transportation history and the future growth of the institution. The Board strives to include individuals with expertise in areas such as:

- Transportation and rail preservation
- Corporate leadership and business development
- Philanthropy and fundraising
- Finance and accounting
- Legal affairs and governance
- Real estate, construction, and development
- Education and community engagement
- Marketing, communications, and public relations
- Economic development and tourism
- Engineering and infrastructure

The Museum values transportation historians, preservationists, and long-time volunteers while also recognizing the importance of recruiting community leaders who can help advance strategic initiatives and expand the Museum's reach.

Desired Qualifications

Successful trustees should bring one or more of the following:

Influence

The ability to introduce Museum leadership to decision-makers, community leaders, elected officials, or industry executives.

Affluence

The capacity and willingness to make meaningful personal philanthropic contributions and support fundraising efforts.

Access

Connections to corporations, foundations, educational institutions, government agencies, or community organizations that may benefit the Museum.

Expertise

Professional knowledge and experience that can help the Museum address strategic challenges and opportunities.

Board Member Expectations

Trustees are expected to serve as members of a working board and are asked to:

- Attend at least 75 percent of Board meetings annually.
- Serve actively on at least one Board committee or task force.
- Make a personally meaningful annual financial contribution to the Museum.
- Participate in fundraising and donor development activities.
- Introduce Museum leadership to prospective supporters, sponsors, donors, or partners.
- Attend Museum programs, events, and special activities when possible.
- Advocate for the Museum within professional and community networks.
- Support the implementation of the Museum's strategic plan.

Strategic Vision

The National Capital Trolley Museum seeks to become a nationally recognized center for transportation history, preservation, education, and research. The Board of Trustees plays a critical role in helping the Museum achieve goals that include:

- Expanding educational programming and STEM initiatives.
- Strengthening community engagement and public visibility.
- Enhancing library, archival, and research resources.
- Growing philanthropic and corporate support.
- Building a sustainable endowment.
- Expanding and improving Museum facilities and campus infrastructure.
- Preserving and interpreting the region's transportation heritage for future generations.

Trustees are expected to embrace both the preservation of transportation history and the advancement of the Museum as a dynamic educational and community institution serving future generations.

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