

JOB DESCRIPTION
for
The Foundation of Arts Board of Directors

Position	Director (member at large)
Authority/Responsibility	The Board of Directors of The Foundation of Arts is the legal authority for the organization. As a member, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. Directors are expected to act with integrity and to use ethical conduct as they carry out their duties.
Requirements	<ol style="list-style-type: none">1. commit to the work of the organization;2. knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and/or advocacy;3. willingness to serve on a committee;4. attendance at monthly meetings (minimum of 9);5. attendance at committee meetings;6. attendance at annual Planning Retreats (mandatory);7. attendance at membership meetings; (APPLICABLE?)8. support of special events;9. support of, and participation in, fundraising events;10. annual financial support of the organization.
Term	Directors are elected by the membership at the annual Planning Retreat and have the choice of selecting a 1-, 2-, or 3-year term (based on slots available). At the close of that term, Directors may choose to resign or to recommit to their choice of a 1-, 2-, or 3-year term. Directors may serve a maximum of 6 consecutive years before taking a required one-year hiatus.
General Duties	<p>A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. In that regard, a Director must:</p> <ol style="list-style-type: none">1. approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior level staff;2. monitor all Board policies;3. review by-laws and policy manual, and recommend any changes to the membership;4. review Board's structure, approve changes, and prepare necessary by-law amendments;5. participate in the development of The Foundation of Arts' organizational plan and annual review;

6. approve the annual budget (both *income and* expenses)
7. approve the hiring and release of the Executive Director, including his/her employment contract, based on the recommendation of the _____ Committee;
8. support and participate in the evaluating the Executive Director;
9. assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance The Foundation of Arts' mission.

Evaluation

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties

Review Date

The Governance Committee annually reviews the Board Member Job Description.

Recommended changes are presented to the Board.

Approval Date: _____

Review Date: _____

Qualifications/Skills

1. desire to advance the mission of the organization
2. Community leader or partner
3. Work well with other volunteers
4. Ability to make the necessary time commitment to the organization
5. Commitment to the position
6. Willingness to give financially

Benefits

1. satisfaction of making a difference in the community;
2. development of effective decision-making skills;
3. increased understanding of group dynamics and relationships;
4. opportunity to work with individuals of diverse background

Time Requirements

average 10 hours per month

Financial Requirements

What can you afford to contribute? Remember that if a board member doesn't financially contribute, it sends a message to the community of "well why should I, if their own board doesn't?"