

## BOARD MEMBER JOB DESCRIPTION

Board members of the Art Center Cooperative Inc. are our links to the community and, as such, are essential and important volunteers. A commitment to serve on the Board carries with certain expectations, both formal and informal. The organization's commitment is to make Board service rewarding and enjoyable, and to help each Board member exercise his/her special skills and talents on the organization's behalf.

### **Board Member Responsibilities:**

1. Attend meetings.
2. Participate on one or more committees or in an ad hoc manner as requested by the Board President or Executive Director.
3. Be aware of and execute the formal and legal Board roles and responsibilities as presented by the organization to each Board member.
4. Support the organization financially at an appropriate level.
5. Fulfill commitments with agreed-upon deadlines and time frames.
6. Participate in Board orientation to ensure organization knowledge.
7. Provide candid, open and honest feedback and evaluation when appropriate.
8. Take the initiative in informing the organization about opportunities for funding or program development.
9. Identify individuals in the community for membership, volunteer participation or funding support.
10. Support the organization and its officers in times of controversy or crisis.
11. Provide sensitivity to other Board members and staff members as they perform their duties and responsibilities.
12. Exercise loyalty toward the Art Center Cooperative Inc. and practice confidentiality as it pertains to internal affairs of the organization.
13. Provide leadership within the Board and in the community on behalf of the Art Center Cooperative Inc. and its programs.
14. Serve as an advocate for the Art Center Cooperative Inc. and the arts in general in the community.