



Board of Directors and Officers Position Description

Mission

Articipate's mission is to foster awareness and teach the importance of the arts in improving lives and building communities through workshops, performances and educational programs for all ages.

Position

The Board will support the work of Articipate and provide mission-based leadership and strategic governance. While day-to-day operations are led by Articipate's executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Service on Articipate's Board of Directors is without remuneration.

Specific Board Member responsibilities include:

Leadership, governance and oversight

- Regularly attends board meetings
- Serving as a trusted advisor to the ED as s/he develops and implements Articipate's strategic plan
- Reviewing outcomes and metrics created by Articipate for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving Articipate's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Serving on committees or task forces and taking on special assignments
- Representing Articipate to stakeholders; acting as an ambassador for the organization
- Ensuring Articipate's commitment to a diverse Board and staff that reflects the communities it serves

Fundraising

Board Members will consider Articipate a philanthropic priority and make annual gifts that reflect that priority. So that Articipate can credibly solicit contributions from foundations, organizations, and individuals, Articipate expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. Board Members will be active participants in fundraising activities throughout the year.

Board terms/participation

Articipate's Board Members will serve a two-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly and committee meetings will be held as needed.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Articipate's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in the arts, business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector; apply personal strengths to the accomplishment of Articipate's mission
- A commitment to and understanding of Articipate's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Articipate's beneficiaries

Specific Committee responsibilities include:

Committee Chair: The Committee Chairs duties are as follows.

- Is a member of the Board
- Ensures that members have the information needed to do their jobs
- Oversees committee operations
- Communicates through the Board Chair
- Reports to the full Board on committee decisions/recommendations
- Works closely with the Executive Director (ED) and other staff as agreed to by the ED
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
- Initiates and leads the committee's annual evaluation

Committee Members: Committee Members duties are as follows:

- Volunteers time sufficient to accomplish activities as assigned by the Committee Chair
- Attends committee meetings
- Reports to the Committee Chair
- Participates in the committee's annual evaluation

Specific Officer responsibilities include:

Chair: The Chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: vice-chair, secretary and treasurer. Additional duties are listed below.

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- Oversee board and executive committee meetings
- Work in partnership with the Executive Director (ED) to make sure Board resolutions are carried out
- Call special meetings as necessary
- Appoint all committee chairs, and with the ED, recommend who will serve on committees
- Assist ED in preparing agenda for board meetings
- Assist ED in conducting new board member orientation
- Oversee the search for a new ED
- Coordinate ED's annual performance evaluation
- Work with the nominating committee to recruit new Board Members
- Act as an alternate spokesperson for the organization
- Consult with Board Members on their roles and help them assess their performance, individually and through an annual Board Self Assessment

Vice Chair: The Vice Chair duties are as follows.

- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the Chair
- Understand the responsibilities of the Chair and be able to perform these duties in the Chair's absence
- Assists the Chair to implement officer transition plans

Treasurer: The Treasurer shall make a report at each board meeting. The Treasurer shall chair any finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board Members and the public. Additional duties are as follows.

- Understand financial accounting for nonprofit organizations
- Manage the board's review and action related to the board's financial responsibilities
- Work with the ED to ensure that appropriate financial reports are made available to the board on a timely basis
- Assist the ED in preparing the annual budget and presenting the budget to the board for approval
- Review the annual audit, as required by law, and answer board members' questions about the audit

Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Attend all board meetings
- Serve on the executive committee
- Maintain all board records and ensure their accuracy and safety