

Center for Visual Artists (CVA): Board Member Position Description & Expectations

Position Description:

The Board supports the work of Center for Visual Artists (CVA) and provides mission-based leaderships as well as strategic and financial governance. While the day-to-day operations of the CVA are led by the Executive Director, the Board-Executive Director relationship is a partnership.

The Board is a volunteer governance position that requires a significant time commitment and responsibilities. Board Members serve three year terms and are eligible for re-appointment for additional terms. Board meetings are held bi-monthly and committee meetings are held in coordination with full board meetings.

Duties & Responsibilities:

Leadership, Governance & Oversight – serves as an advisor to the Executive Director (ED) as they develop and implement the strategic plan; annually evaluates the ED and Board's performance; actively serves on committees or task forces and takes on special assignments; recruits new board members and ensures a commitment to a diverse board that reflects the community the organization serves.

Fundraising & Fiscal Management – Board Members consider the CVA a philanthropic priority making annual gifts and contributing to the overall financial health of the organization by soliciting contributions from foundations, businesses and individuals; oversees and participates in an annual fundraiser; approves annual budget and business policy decisions to ensure the CVA is operating on a fiscally sound and legal basis. Maintain personal awareness of CVA financial position through review of appropriate reports.

Community Relations – develops effective working relationships within the community to ensure the organization is well represented in the community-at-large and within the smaller organization's community of constituents; act as an ambassador to the community, local government, Cultural Center, grant agencies and other community art groups.

Members of the Board share these responsibilities while acting in the interest of the Center for Visual Artists. Each member is expected to make recommendations based on his or her experience and vantage point in the community. The above position description is intended to describe general roles and responsibilities of the position being performed. It is not intended to be construed, as an exhaustive list of all duties and responsibilities of the position.

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Expectations for the Board:

Governance

- Creates and shares with staff the Board's Vision for CVA
- Sets Board level policy for CVA
- Hires, advises, evaluates, and if necessary terminates Executive Director
- Measures CVA activities against mission, strategic plan, and opportunities
- Provides Board leadership

Community

- Represents and markets CVA in the community

Fund Development and Financial Management

- Approves and monitors annual budget
- Carries out at least one Board initiated fundraiser per FY year with minimal staff participation
- Members financially support CVA

Board Development

- Engages in training and social events
- Recruits new Board Members
- Annually evaluates its performance and that of its members

Time Commitments

- Members regularly attend Board meetings (6 per year, attend at least 4 unless excused by vote of Board)
- Members actively participate on a CVA committee (up to 6 a year)
- Members attend Gallery and Education Events (attend majority of events)
- Members carry out Board fundraising event or events
- Members participate in organized fundraising activities