

Arts northwest Board of Director Responsibilities



Arts Northwest Mission

To Connect and Inspire through the Performing Arts

Arts Northwest's Board of Directors has developed and agreed to the following expectations of active service on this board.

- Understand and be able to articulate clearly the general mission and specific programs of Arts Northwest.
- Set policy and make decisions regarding the practices of Arts Northwest; determine programs and services.
- Engage in long-range planning, including setting vision, goals, objectives and work plans; monitor progress.
- Act as an advocate and spokesperson for Arts Northwest to community members, at other conferences, arts groups, artists, local media, and fundraising contacts.
- Make a personal contribution each fiscal year at a meaningful and acceptable level.
- Participate in specific fundraising activities to be agreed upon with the President of the Board.
- Attend board meetings scheduled regularly at locations across the Northwest or participate in conference call board meetings as designated by the president.
- Commit to a three-year term with the potential of a second three – year term.
- Actively participate in the work of at least one board committee and assist with, and attend, the Northwest Booking Conference.
- Evaluate Arts Northwest Executive Director; identify organization outcomes and performance standards for Executive Director and set salaries.
- Be prepared to take on leadership positions as a part of board service.

Terms

Board members serve three-year terms, and cannot be elected for more than two consecutive terms. Exceptions include members holding the position of President, which leads automatically to the position of Past President, which is held for an additional two years following transfer of the presidency to the next person.

Board Meetings

The board meets monthly via conference call. Per our bylaws, there is a minimum of two meetings held each year - one at the Arts Northwest Conference, one in the Spring. The Spring Board meeting is held in the location where the Fall conference will take place. Arts Northwest pays for Board member's travel and hotel expenses for this meeting. This, and attendance at the Fall conference is critical to board participation. The Executive Board may call other meetings as needed. Committees meet as needed, mostly via conference call.

Current Standing Executive Board Positions

- **President:** Oversees all board activities. Assists Executive Director in the responsibilities and activities of the organization. Has the power to appoint or remove committee

members and agents of the corporation, except where restricted by the bylaws, and can sign all contracts, deeds or other instruments of the corporation.

- **Past President:** Shall advise and assist the President and other board members
- **Vice President:** Shall be prepared to substitute or otherwise assist the president in all functions and duties of the corporation.
- **Treasurer:** Develops financial policy; assists Executive Director as needed in the development of the budget and all financial reports. Assists in the maintenance of the bank accounts and provide a co-signature as needed.
- **Secretary:** The secretary shall keep records of all proceedings of the corporation to submit to the Executive Director for distribution to the Board of Directors.

Current Board Committees

- **EXECUTIVE COMMITTEE**

Description: The Executive Committee is accountable to the board of directors, and coordinates the work of the board of directors, recommends actions for approval by the full board and acts on behalf of the board under certain circumstances.

Responsibilities

1. Ensures effective and clear delegation of responsibilities from the board to the executive director.
2. Evaluates the executive director and determines the executive's compensation.
3. Recommends revisions to the executive director's duties.
4. Determines the board's agenda.
5. Addresses specific questions and matters referred to it by the board of directors.
6. Addresses issues that require preliminary discussion and refinement prior to board consideration.
7. Acts on behalf of the board on routine matters that arise between regular board meetings and in urgent situations that cannot wait for the next full board meeting.
8. Provides regular, thorough and timely reports of its actions to the board of directors.

- **NOMINATIONS COMMITTEE**

Description: This committee is responsible for the recruitment of potential new board members to replace, in a timely fashion, those board members whose service period is completed. The committee will identify, talk with, and then recruit potential candidates who will then be presented as possible nominees, to the full Board of Directors. The new member nominations process proceeds as follows:

1. The Committee asks for nominations from the board via mail, phone or email for potential nominees.
2. Nominees can be nominated or self-nominated all year round. A form is available on the ANW website.
3. Nominees are evaluated in terms of geographic location, and the need to represent artists, presenters, ethnicity, gender, and cultural diversity. Bylaws stipulate geographic distribution.
4. Once a pool of potential candidates is obtained, the committee narrows it down and forwards a slate of new members to the board;
5. The board discusses the slate, amends if necessary, chooses officers and approves it.

6. At the general meeting of the membership at the Booking Conference, we invite additional nominations, and a ratification is held on the slate of new members. Terms begin at this time.