Summer of the Arts Board Member
Responsibilities and Expectations

Primary responsibilities of board members:

▪ Serve as an ambassador for Summer of the Arts, maintaining goodwill and expressing appreciation to volunteers, financial supporters, and event participants
▪ Actively participate in bi-monthly board meetings which are on the 3rd Wednesday of each month, at 8 AM. The hybrid meetings are held at the Iowa City Area Association of Realtors, 847 Quarry Rd., Coralville, IA 52241
▪ Establish fiscal and other policies; oversee fiscal management of the organization
▪ Ensure adequate resources for organizational activities
▪ Help review and approve the overall programming each year
▪ Select the Executive Director and oversee/evaluate his/her work
▪ Develop and maintain communication with constituencies and the community
▪ Engage in long-range planning
▪ Review and revise (as needed) the organization’s mission

Board members are also expected to:

▪ Prepare for the bi-monthly meeting by reading the board packet (agenda, minutes, financial reports, etc.)—usually distributed via email at least 3 days prior to the meeting and also posted in a Google Drive
▪ Support Summer of the Arts through financial contribution (minimum $240/yr)
▪ Serve on one or more Summer of the Arts committees
▪ Volunteer for a minimum of 12 hours at Summer of the Arts events
▪ Help to solicit contributions to Summer of the Arts, by identifying and participating in fundraising visits and phone calls
▪ Maintain confidentiality of Summer of the Arts board discussions