



## 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:

- **Attend a minimum of 75% of all board meetings**
- 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