



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 monthly board meetings which are on the 3rd Wednesday of each month, from 7:30- 8:30 a.m. at the Summer of the Arts Office Building at 325 E. Washington Street, Iowa City, in the 1st floor conference room
- Establish fiscal and other policies
- 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 monthly meeting by reading the board packet (agenda, minutes, financial reports, etc.)—usually distributed via email at least 3 days prior to the meeting
- Support Summer of the Arts through financial contribution (minimum \$120/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 participating in fundraising visits and phone calls
- Maintain confidentiality of Summer of the Arts board discussions