

SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

POLICY FOR JOB DESCRIPTION FOR BOARD MEMBER (DIRECTOR)
DRAFT

1) JOB DESCRIPTION:

- a) The position of a Board Member (Director) is elected to a minimum two-year term by majority vote of the Santa Cruz Mountains Art Center's members at the Annual Membership Meeting, or can be appointed as a replacement and approved by a majority of the Board of Directors.
- b) The appointee, if continuing for the next year (beginning in January) shall be elected by the membership at the annual Membership Meeting.
- c) The Director is a voting member of the Board and is responsible for adhering to the Santa Cruz Mountains Art Center's Mission Statement, Articles of Incorporation, By-Laws and Policies as may be prescribed by law.

2) DUTIES: (See Article 5, Section 3, Articles of Incorporation)

- a) Appoint and remove, employ and discharge the Executive Director(s), prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- b) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- c) Meet once a month at a designated time/place.
- d) Register their addresses (US Postal Mail & Email) with the Secretary of the corporation
- e) Time commitment for duties is typically 6 – 10 hours/month.

3) TERMS OF OFFICE: (See Section 4, Articles of Incorporation)

- a) Each Director shall be elected for a two-year term. Directors may succeed themselves
- b) Absence from three (3) or more consecutive Board meetings or five (5) Board meetings in any one year could constitute de facto removal.

4) RESPONSIBILITIES:

- a) **Program:** Be willing to collaborate, contribute ideas, time and energy in the development of overall goals and objectives for Center Programs. Review and approve programs.
- b) **Policy Setting:** Review and approve systems and procedures for routine functioning of the SC Mountains Art Center and special activities undertaken in the name of the organization:
- c) **Committees:** Each Director is encouraged to Chair a committee of their choice, or to actively participate in a committee of their choice.
- d) **Fiscal & Fundraising:** With all other board members, be fiscally and legally responsible for the organization. With all other board members, be responsible for seeing that funds are raised to support the programs and goals of the organization. A Director will not commit the Santa Cruz Mountains Art Center financially (for more than \$100) without prior Board of Directors' approval. Without approval, said Director is responsible for that financial obligation.
- e) **Public Relations:** Represent the Santa Cruz Mountains Art Center within the community by sharing information about the Center, distributing Newsletters, advocating events, classes and activities. Directors should conduct themselves in a respectful and responsible manner.