

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

POLICY FOR JOB DESCRIPTION FOR EXECUTIVE DIRECTOR  
Adopted by the Board of Directors Revised 4-10-01

REPORTS TO: Board of Directors

DUTIES: The position of Executive Director for the Santa Cruz Mountains Art Center consists of duties in 2 major categories: 1) Financial Development and 2) Liaison. The Executive Director shall set specific hours for his/her work to be done at the Center, as well as be available for phone or Email consultation at home if necessary.

1. Financial Development

- Seek funding through grants and other sources for Center operations and support of classes, exhibits and special events.
- Work with the Board and the Finance Committee to set realistic earned income goals through membership, sales, classes and fundraising activities.
- Implement these goals with the help of the Board and associated committees.

2. Liaison

- Provide liaison between Center and other outside organizations (Cultural Council Association, Ben Lomond Business Association, Visitors Bureau, other art groups, etc.)
- Present monthly reports at Board Meetings regarding grant and liaison activities.
- Work with the Board Chair at semi-annual organizational meetings to evaluate prior 6 month's activities and assess plans for the next 6 months.
- Present annual report on previous year's accomplishments and coming year's goals at yearly membership meeting.
- Provide liaison between Board, Center Committees, instructors, center members and visitors to assure timely and smooth operation of the Center.