



## Reach Studio Art Center: Board Members and Their Roles: *“Keepers of the Mission, Guardians of the Values”*

### Becoming a Board Member:

- Thinking about your own passions and interests, and how they relate to the organization
- Completing a Matrix & Personal Bio
- Understanding expectations (board member contract or letter of commitment)

### Being a Board Member:

- Board member orientation (by provision of a binder of info or an orientation meeting, or both)
- Each Board Director has the following responsibilities
  1. Have a thorough understanding of the Mission, Vision and Core Values as well as familiarity with the program offerings of the organization. (a little time surfing the Reach website is highly recommended:  
[www.reachstudioart.org](http://www.reachstudioart.org))
  2. Promote and build positive community relations for Reach, its mission, and programs, by pitching Reach to colleagues, customers, friends, groups, potential donors, and other contacts to which you have access in the community and beyond.
  3. Ensure adequate resources by contributing financially, asking others for contributions, and/or providing pro-bono service and volunteer time.
  4. Attending and participating in board meetings and serving on at least one board committee.
  5. Good communication with Reach Executive Director and other Board Members. (Timely responses to e-mails or phone calls, follow through with commitments, etc.)
  6. Volunteering at and/or attending as many Reach special events and fundraisers as possible.
  7. Ensure that actions relating to and by Reach are ethical, legal and are in the best interest of the community.
  8. Ensure that Reach is compliant with all governmental regulations and requirements.
  9. General support, encouragement and advisement for the Executive Director.

## Being a Board:

- There are 5 fundamental responsibilities for which the board has a fiduciary charge:
  1. Ensuring that the mission is pursued
  2. Hiring and evaluating the chief staff executive
  3. Overseeing the organization's Finances (from a board, not staff, perspective)
  4. Program oversight and support
  5. Fund development
  
- Board Meetings

FULL BOARD MEETINGS will take place every other month (starting in 2009: February, April, June, August, October, December (*a December meeting may be deemed unnecessary per board decision*); with the annual meeting taking place in October for approval of the proposed, following year budget and election of Board Officers.)

Currently (2008 - 2009) Board Meetings are being held the first Tuesday of the month, 8:00 p.m. either at the Brinkman household, or at Reach Studio.

BOARD COMMITTEE MEETINGS will take place during the off months --and more if deemed necessary by individual committees: (starting in 2009: January, March, May, July, September, November). Currently Board Committees are:

a) **Executive Committee** (Board Officers and Executive Director)

Primary responsibilities:

Policy & procedure drafting and recommendations

Personnel & program

Financial reporting and budget development

Board recruitment, oversight and nomination of officers

b) **Fund Development**

Primary responsibilities:

Planning and implementing fundraising efforts and oversight

\*Marketing and publicity planning

c) **Facility**

Primary responsibilities:

Overseeing current facility use, needs and development, and tracking and developing resource options for current and future facility needs.

Other future committees may be added as board size permits

d) **[Nominations and Board Recruitment]**

e) **[\*Communications and Marketing]**