



Board of Directors Job Descriptions

Reports To:

The President.

Pay Rate:

Volunteer/Non-paid position.

Hours:

Minimum of 3-5 hours per week, more dependent on tasks and events per position.

Key Duties of Each Individual Positions:

Director of Finance:

- He/She shall oversee and approve of all expenditures of funds raised by the organization, proposed capital expenditures, among other financial situations.
- He/She shall present a complete and accurate report of the finances raised by this Board of Directors annually to all members, or at any other time upon request to the Board of Directors or Advisory Council.
- Assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- He/She shall perform such other duties as may be prescribed by the Advisory Council, Board of Directors, or the President under whose supervision he/she shall be.
- He/She shall assume the office of the President if anything were to happen to the President.
- Attend all Board of Directors Meetings;
- Responsible for balancing and managing the budget;
- Responsible for writing and updating all contracts made by *Arts into Action Incorporated*.
- Serves as a second in command to the President. If for whatever reason the President should leave, become ill, or encounter an act of God, he or she shall hold the position until another President is voted in by the voting members of the Board of Directors. Responsibilities include presentations, pitches, and meetings with Advisory Council members;
- Will take on delegated responsibilities given to them by the President with terms and expectations specific to the responsibilities agreed on by them and the President.

- Make contributions at all Board of Directors meetings with a Board Report summarizing things in which they have done since our last meeting.

Arts Coordinator:

- Attending all Board of Directors Meetings;
- Communicating with current partners in the arts;
- Reaching out and connecting with other arts organizations in the area for possible partnerships;
- Working with the Vice President of Development to plan events collaborating with our partners in the arts;
- Helping to come up with events that will appeal to the community and our target market and educate them on our organization and our mission;
- Working with our Social Media and Marketing Intern to advertise events *Arts into Action Incorporated* will be hosting or sponsoring;
- The Partner will take on delegated responsibilities given to them by the President with terms and expectations specific to the responsibilities agreed on by the Partner and the President;
- Make contributions at all Board of Directors meetings with a Board Report summarizing things in which they have done since our last meeting.

Web Design Manager:

- Attending all Board of Directors Meetings when asked;
- Should have some sort of background in technology and website design;
- Responsible for keeping the organization's website up to date with upcoming events and consistently working to make the website better;
- Also responsible for media editing of all promo videos, commercial videos, and all other types of media;
- Design and tailor messages that resonate well with our target market.

Key Skills Required for All Roles:

- Proven written communication skills;
- Excellent verbal communications skills;
- A passion for either or both community service and the arts;
- Familiarity with key social media and office tools (e.g. Instagram and Facebook) and with Microsoft Office products (e.g. Word, PowerPoint, Excel);

- An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work;
- An entrepreneurial attitude;
- Creative and innovative ideas;
- Excellent attention to detail and a high motivation to learn;
- Ability to work individually on tasks without supervision;
- A proactive, service-focused attitude towards organization and the community;
- An ability to remain calm under pressure and a robust/resilient attitude towards challenges;
- An ability to prioritize work and complete tasks with quick turnaround times and minimal fuss; and
- The ability to work collaboratively with a team.