



Job Title: Board of Directors
Reports to: Board President
Status: Part Time Volunteer Position

Summary: The mission of Arts for Learning WNY is to **inspire, expand learning, and strengthen our community through engagement with the arts.** Board members are the fiduciaries who are responsible for steering the organization towards a sustainable future by adopting sound, ethical, equitable, and legal governance and financial management policies, as well as by making sure that Arts for Learning WNY has adequate resources to advance our mission. Arts for Learning WNY seeks board candidates with a diversity of experiences and perspectives with respect to race, gender, and geography. We believe that our board, staff, and teaching artist roster should reflect the beautifully diverse community that makes up Buffalo and Western New York. People from BIPOC, LGBTQ+, working class, and/or other underrepresented communities are strongly encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities of the Board

As the highest leadership body of the organization, and to satisfy its fiduciary duties, collectively, the board is responsible for:

- Determining the mission, vision, and values of the organization;
- Selecting, supporting, and evaluating the performance of the Chief Executive;
- Strategic planning;
- Ensuring strong fiduciary oversight and financial management;
- Fundraising and resource development;
- Enhancing the organizations public image;
- Assessing its own performance as the governing body of the organization on an annual basis; and
- Ensuring legal and ethical integrity.

Responsibilities of Individual Board Members

Individually each board member

- Understanding Arts for Learning's mission, policies, programs, and needs as well as understanding its collective purpose;
- Faithfully read and understand the organization's financial statements and board materials in advance of the meeting;
- Serve as an advocate and ambassador for the organization;
- Fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission;
- Leverage connections, networks, and resources to develop collective action to achieve the organizations mission;
- Review and sign conflict of interest disclosure, whistle blower policy, and Give/Thank/Share form annually;
- Maintain confidentiality of all internal matters of the organization;
- Help identify personal connection that can benefit the organization's fundraising and reputational standing, and influence public policy;
- Collaborate with the Governance Committee to participate in recruitment practices;
- Prepare for, attend, and conscientiously participate in board meetings; and

- Participate fully in one or more committees or taskforces.

QUALIFICATIONS AND REQUIREMENTS:

- Resident of one of the eight counties of Western New York;
- Passion for arts integrated education;
- Expertise in one of the follow areas: Human Resources, Grant Writing, Event Planning, Non-Profit Finances, Non-Profit Law, Employment Law, Public Relations, Marketing, Strategic Planning, Fundraising, Past Board Experience, Corporate Sponsorship or other relevant skills;
- Give a meaningful personal financial donation annually;
- Board members are expected to respond to emails from board colleagues and/or the Executive Director within one business day;
- Board members are expected to notify the Executive Director, Board President and/or Committee Chair in the event you will be absent or late to a board or committee meeting;
- Respect the experiences of all who bring their voices and lived experiences to the boardroom and organization;
- Engage in learning opportunities to better understand the community we serve;
- Board members will spend approximately 2.5 hours each month at the board meeting and 1 hour per month at a committee meeting. Additional time may be required to complete committee and/or board tasks;
- Attend at least 2 Arts for Learning programs per year; and
- Attend major events for Arts for Learning (up to 2 per year).