



Friends of the Hopkins Center for the Arts

Board of Directors

Job Description/Expectations

Responsibilities of the Board of Directors as a group:

- A. Participate in strategic planning, including periodic review of the mission statement and the menu of programs.
- B. Monitor the Friends' progress against its plans.
- C. Ensure that Friends' programming – special events, membership, fundraising are regularly evaluated, and that the results of those evaluations are appropriately acted upon.
- D. Ensure that the Friends of HCA is meeting its legal obligations.
- E. Monitor the Friends' financial performance. Be responsible for the financial health of the Friends by participating in fund raising planning and programming, through personal financial support and by actively seeking the support of others.
- F. Approve an annual budget and monitor performance against that budget during the year.
- G. Annually evaluate the performance of the Center Staff as it relates to the Friends. (Evaluation performed by Board Chair/Vice Chair)

Responsibilities of the board members as individuals:

- A. Serve as a primary advocate for the organization. Speak on behalf of the Friends of HCA at public functions and private meetings with individuals, corporations and foundations.
- B. Attend a minimum of nine (out of twelve) monthly board meetings each fiscal year.
- C. Serve on at least one committee of the board.

- D. Make a personal financial contribution to the annual fund each year. To every extent possible make the Friends of HCA one of the top two charities to which you contribute.
- E. Become familiar with Friends' programs and promote and encourage others to participate in them.
- F. Participate in all fund raising events. Participation could include: attending, bringing or encouraging others to attend or to assist the committee, soliciting donations to the event, donating to the event, serving on the committee, or any other action that would contribute to the achievement of the event's financial goal.
- G. Represent the Friends of HCA at community functions, meetings and events as requested.
- H. Maintain a working knowledge of all programs and policies of the organization.
- I. Encourage friends, family and associates to attend and contribute to (financially or otherwise) the Friends of the Hopkins Center for the Arts.

Time Commitment:

- A. Board meetings are held the third Tuesday of the month for one and one-half hour.
- B. Committees meet as needed: typically less than once per month and for about an hour. Event committees have unique requirements but are usually more intense than standing committees.
- C. A board retreat, usually a half day, is held annually and is one of the twelve meetings per year.
- D. Additional time may be required to carry out other board functions, which include meetings with potential contributors, staff and other members of the board.