

The Art Center

Trustee Position Description

1. Attend regular meetings of The Art Center Board of Trustees, which are each approximately one and a half hours in duration. The board meets at least ten (10) times per year usually the second Thursday of the month from 5:15 p.m. to 6:45 p.m. Be accessible for personal contact in between board meetings.
2. Provide leadership to board committees. Each board trustee is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time. Presently committees include Executive, Resource Development, and Board Development with some special project committees formed from time to time.
3. Commit time to developing financial resources for The Art Center. This includes making a personally meaningful financial gift as well as supporting other fund development activities of The Art Center in a manner appropriate for board trustees.
4. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
5. Responsibly review and act upon committee recommendations brought to the board for action.
6. Participate in the annual board development and planning retreat (one Saturday) usually held in March of each year.
7. In general, utilize personal and professional skills, relationships and knowledge for the advancement of The Art Center.

I am aware that this trustee position description is an expression of good faith and provides a common ground from which trustees can operate. Additional information on The Art Center mission, program and board responsibilities is contained in the board orientation materials and bylaws which I have read.

Prospective Board Trustee's Signature

Date