



THE CENTER FOR CREATIVE RESOURCES

This document is intended to be used as an informational tool in developing board of director's duties, roles and responsibilities for non-profit (arts) organizations. Because each organization and its board are unique, the roles and responsibilities of each governing body should be developed to address the distinct character of that board.

Ultimately the best way to use this document is to have the board participate in a board orientation and board development process, at which time, the Board Member Roles & Responsibilities document can be discussed and agreed upon by the entire group.

BOARD MEMBER ROLES & RESPONSIBILITIES ORGANIZATION NAME

Members of the Board of the Board of Directors of ORGANIZATION NAME agree to support the mission of the organization. Each member must have an understanding of his/her duties and responsibilities, which include the following:

1. Board of Director Members are legally responsible, along with other board members, for the organization. They are responsible to know and approve all policies, participate in strategic planning and be familiar with all programs and services. Along with the other board members, and in partnership with the artistic director and managing directors, each Director oversees the implementation of policies and programs of THE ORGANIZATION.
2. Each Board of Director Member is fiscally responsible, with other board members, for this organization. It is the duty of each Board member to be active in monitoring THE ORGANIZATION'S income and expenses, in planning the budget and in fundraising to meet the budget.
3. Each Board member has a moral obligation for the health and well being of this organization. Board members tacitly pledge to carry out assigned duties with the highest degree of ethical standards.
4. Board members agree to work collaboratively with all those involved with THE ORGANIZATION.
5. Each member of the Board will make a good faith effort to support the fundraising goals of THE ORGANIZATION and participate in fundraising activities as follows:
 - Each Board member will give or get (identify funding) a \$0,000 minimum annual donation plus two tickets to any gala, opening

night reception, special event, etc. or provide the organization with an alternative significant gift.

- Board members are expected to submit names of prospective donors for fundraising activities
- Board members are expected to attend and actively participate in programs of [THE ORGANIZATION](#), or any associated program.
- Each Board member is an advocate for [THE ORGANIZATION](#), and as such, will talk-up the work and the achievements of [THE ORGANIZATION](#) with colleagues and friends.

Board members will participate in the following as often as possible:

- Assist in identifying and establishing contacts with potential corporate and foundation donors
 - Identify sources of in-kind contributions
 - Send letters/requests/personal notes on fundraising appeals to friends
 - Ask friends, family, and business associates to make gifts to [THE ORGANIZATION](#)
 - Help plan, organize, and participate in fundraising events.
6. Each Board Member agrees to attend full Board meetings and committee meetings. It is understood that members are required to attend at least three-quarters of the total meetings per year to remain in good standing as a Board member.

In turn, [THE ORGANIZATION](#) is responsible to each Board member in the following ways:

- You will be provided with board meeting agendas and other meeting materials in advance, including quarterly financial reports.
- Board members may call on the artistic and managing directors and chairs of the board to discuss the programs, policies, goals and objectives of the organization.
- You will be provided with straightforward, thorough and timely responses to any questions you may have during the course of carrying out the fiscal, legal, or general responsibilities of this organization.

The Board Members Roles and Responsibilities document is intended as a functional tool. Board members must be cognizant of the responsibilities of board membership and, to the best of their abilities, adhere to the details outlined above.