



Newark Arts Alliance Board Member Job Description/Responsibilities*

General Responsibilities of Nonprofit Board Members

1. Be educated regarding the organization including its history, mission, goals, philosophy, staff, constituency, problems, and needs.
2. Read and understand the organization's bylaws and governance structure.
3. Understand the roles and responsibilities of nonprofit board members and how they differ from the roles and responsibilities of staff.
4. Promote the mission of the organization in the community.
5. Support the activities and on-going work of the organization both as a participant and as a financial contributor.
6. Participate in strategic planning for the organization.
7. Provide financial oversight and help ensure adequate financial resources for the organization.
8. Foster a spirit of cooperation and respect among board members, staff, and volunteers.
9. Bring energy and enthusiasm to your role as a board member.

Duties of a NAA Board Member

1. Attend 75% of regularly scheduled board meetings. Currently, the NAA Board meets monthly. Additional absences must be approved by the board president.
2. Participate in the decision-making process at board meetings.
3. Serve actively on at least one NAA committee.
4. Take part in the hiring and annual evaluation of the executive director.
5. Help recruit new board members and supporters to the organization.
6. Read board meeting minutes and understand actions taken by the board even if you miss a meeting.
7. Learn about the programs and services provided by NAA.
8. Commit to serving your term of board membership.
9. Keep your annual membership in NAA current and make a financial contribution to NAA.
10. Attend and assist at NAA show openings and events.

Constraints

1. Respect confidentiality of all discussions.
2. Support Board decisions once they are made.

*Information adapted from Non Profit Management Institute Handout