

Milledgeville Baldwin County Allied Arts, Inc.

Board Member JOB DESCRIPTION

JOB TITLE: Board Member – Board of Directors

JOB FUNCTION: To plan for and monitor agency operations by setting policy and reviewing operations of designated program segments through committee participation. To promote a positive public image of Milledgeville Baldwin County Allied Arts, Inc. (Allied Arts).

REPORTS TO: Is responsible to the President of the Board of Directors.

HOURS OF WORK: Is responsible for attending monthly Board of Directors' meetings, committee meetings, and other activities as assigned/scheduled.

SALARY RANGE: Volunteer position

JOB RESPONSIBILITIES

1. Actively support and further the mission of Allied Arts.
2. Monitor programs and events by participating on assigned committees and reviewing information or observing operations as requested.
3. Act as committee chairperson as assigned.
4. Determine agency policy, and structure.
5. Monitor financial resources and make financial decisions as appropriate.
6. Promote a positive public image of Allied Arts.
7. Participate in the hiring and annual review of the Executive Director as requested by the president.
8. Participate in the development of an organizational vision and corresponding strategic plan.
9. Promote the financial security of the organization by participating in fund raising.
10. Promote the financial security of the organization by making a meaningful annual financial contribution to Allied Arts within your means.
11. Maintain confidentiality as it relates to employees, consumers, and organizational matters.
12. Attend meetings and seminars and provide training to new Board members as requested.
13. All other duties as assigned by the President.

PREFERRED CHARACTERISTICS

1. Demonstrated ability to interact professionally with others.
2. Knowledge of local community.
3. 2 years experience in professional area of value as determined by the Board.
4. Computation skills.
5. Demonstrated ability to organize, prioritize, and complete tasks independently.
6. Prior successful experience as member of a nonprofit Board of Directors.
7. Knowledge of not-for-profit organization operations.