



Board of Directors Job Description

BOARD MEMBER JOB DESCRIPTION Statement of Board Member's Responsibilities

Three Legal Duties: *(From "Duties of Board Members" by HFHI)*

Duty of Care: Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so. Members must perform their responsibilities in good faith and with the same care an ordinary person would use in managing his/her own affairs.

Duty of Loyalty: Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first. Avoid any conflicts of interest or appearances of impropriety.

Duty of Obedience: Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state and local laws and adheres to the Metropolitan Performing Arts mission.

General Expectations: *(From 10 Basic Responsibilities of Nonprofit Boards by National Center for Non-Profit Boards)*

- Know Metropolitan Performing Arts mission, purposes, goals, policies, programs, services, strengths, and needs.
- Suggest possible nominees to the board who are clearly women and men of achievement and who can make significant contributions to the work of the board and MPA's progress.
- Serve in leadership positions based on information received from individuals and urge those with grievances to follow established policies to bring such matters to the attention of the board. Follow trends and issues affecting Metropolitan Performing Arts.
- Prepare for and participate in board and committee meetings, asking timely and substantive questions, maintaining confidentiality and speaking for the board when authorized to do so.
- Counsel the executive director as appropriate to offer support in his or her own difficult relationships with groups or individuals.
- Exercise prudence with the board in the control and transfer of funds.
- Assist the fund-raising committee and staff by implementing fund-raising strategies to ensure that adequate funds are raised to support the affiliate's policies and programs.
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Minimum Job Requirements:

- A demonstrated interest in the affiliate's mission and goals.
- Specific experience and/or knowledge in at least one area: human resources, planning, fund raising, building, finance, community relations, organizational operation or theater arts process/procedures.
- A willingness to expand knowledge of board responsibilities through orientation and ongoing education.
- A willingness to represent Metropolitan Performing Arts to the community.
- Twelve hours per month distributed among:
 - Board meeting - preparation and attendance
 - Committee meeting - preparation and attendance
 - Special requests
- Serve as a liaison to one of the standing committees
- Give an annual gift according to personal means