



The National Music Festival

at Washington College

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OuterArts, Inc. Board Member Job Description

Board members have two roles: collectively, they are the governing body of the organization. Individually, they are volunteers for the organization.

Collectively, the Board:

- Determines the organization's mission and vision, and sets policy.
- Ensures that the organization meets legal requirements.
- Hires and evaluates the chief executive officer and the chief artistic officer.
- Maintains the financial integrity of the organization.
- Provides oversight and support.
- Is responsible for fundraising.
- Evaluates its own performance.

Expectations for individual board members are to:

- Attend board and committee meetings.
- Review all agenda materials in advance of meetings.
- Keep board deliberations confidential.
- Abide by and support the vote of the majority.
- Avoid conflicts of interest and withdraw from conversations or abstain from voting where conflicts may exist.
- Play an active role in supporting the organization and the chief executive and artistic officers.
- Refrain from interfering with day-to-day management responsibilities and accountabilities.
- Represent the board and not any specific constituency (i.e. gender, occupation, race, etc.)
- Make an annual financial contribution that is meaningful for you.
- Serve on a committee.
- Participate in fundraising.

Thank you for serving on the OuterArts, Inc. Board of Directors!