

## **Unbound Visual Arts**

**Mission** - *UVA is a local non-profit organization that enriches the community with educational and inspiring exhibitions and programs.*

### **UVA Board of Directors overview**

**Approved December 17, 2018**

Board members are responsible for overall policy and direction of UVA in line with its mission. A board member advocates for the organization, enhances the organization's public standing and visibility, and contributes to sustaining the organization long-term. A board member would also ensure adherence to legal standards and ethical norms, and keep on top of UVA's finances to ensure there is sound financial management. Board members should be aware of and informed about every major action the organization takes.

**UVA board responsibilities include the following:**

#### **Organizational Identity**

- A board member will participate in strategic planning to update and review organizational goals and objectives, assess progress towards reaching these goals, and aim to meet funding needs.

#### **Provide Oversight**

- Determine which programs are consistent with the organization's mission and monitor their effectiveness.
- Ensures necessary policies are in place and are followed.

#### **Ensure Resources**

- Contribute in board membership fees annually and participate in identification, cultivation, and solicitation of financial resources needed for a thriving organization.
- Assume financial responsibility by approving the annual budget regularly, review financial health, oversee management and protection of assets.

#### **Attend to Board Operation**

- Maintain and update the board's guidelines and practices.

- Recruit and orient new board members and regularly assess overall board performance.
- Promote ongoing education and effective involvement of all board members.

**Legal Standards include**

- Duty of care: A board member must act with such care as an ordinarily prudent person would employ in this position. (i.e., Be informed, prepared, and actively engaged.)
- Duty of loyalty: A board member must act in good faith and in a manner that one reasonably believes is in the best interest of the organization. (i.e., Avoid conflicts of interest and self-dealing)

**In order to uphold these responsibilities, board members are asked to do the following:**

- Maintain active membership in UVA at the Sustaining Level (\$100) if possible, but at minimum at the Regular Member (\$40) level.
- Make an additional financial contribution, as one's resources allow.
- Attend at least 75% of Board meetings and be informed about all governance issues related to UVA, including its mission statement, bylaws, legal and fiscal status including budget, and organizational priorities.
- Serve on at least one (1) Committee and undertake tasks as assigned. Committees to be established include Finance (creates an annual budget, proposes budget revisions to the Board, monitors implementation of approved budget, makes recommendations for management of organizational assets); Governance (responsible for board member development, board evaluation, and the creation of any necessary organizational policies as appropriate), and Resource Development (identify, cultivate, and develop donors, members, and sources of revenue for the organization).
- Attend and actively participate and volunteer for at least at least one (1) UVA sponsored program/event per year. Volunteer efforts will be coordinated through ad-hoc committees created for these events.
- Discuss with the Board President on at least an annual basis my ability to continue to meet my obligations as a Board member, or if I no longer can make the commitment, whether there are other ways to support UVA's work.
- Acknowledge and sign this agreement.

\_\_\_\_\_ (sign and date)