

# Manassas Art Guild

## Job Descriptions • Executive Board and Officers

### Approved 11/14/2010

#### **Position Title: Executive Board Member**

Applies to all members of the Executive Board. Board officers have additional job descriptions, listed below.

The successful board member will possess the following characteristics:

- A passion for the organization's mission and goals, and time to assist in implementing them.
- The ability to listen, analyze, think clearly and creatively, and to work well with people both individually and in a group.
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a sense of humor.
- The willingness to prepare for and attend board and membership meetings, ask questions, take responsibility, and follow through on a given assignment.
- The willingness to develop skills ~~you do not already possess~~ed, such as soliciting funds, cultivating and recruiting volunteers, or reading and understanding financial statements.

**Role:** To direct and execute, either directly or through delegated authority, all activities of the Guild, including, as needed, day-to-day functions. To represent the Guild to the public; and accept the ultimate legal authority for the Guild. The board acts on behalf of, and is subordinate to, the Guild's full assembly.

#### ***Duties:***

##### **Governance**

- Attend and actively participate in board meetings. Review agenda and supporting materials prior to meetings. Provide candid and constructive criticism, advice, and comments.
- Understand and support the Guild's mission, services, policies, structure and programs, and actively assist in implementing them.
- Chair and/or serve on committees and offer to take on special assignments.
- Participate in or attend Guild activities. Actively assist with special events.

##### **Strategic Planning**

- Periodically review the Guild's mission statement, vision statement, artistic philosophy and policies for relevance and validity.
- Assist in developing, directing and implementing short range goals, major policies, and long range goals (strategic plan).
- Do research as necessary to determine appropriate goals, and actions needed to achieve them.
- Ensure an appropriate balance between goals and staffing levels.
- Annually assess the environment, and the Guild's strategic plan in relation to it. Evaluate the pace, direction, and organizational strength of the Guild.
- Annually evaluate the Guild's performance in achieving its mission.
- Annually review the Guild's budget and plans for funding its goals.

##### **Organization**

- Ensure support for volunteer staff -- supplies, funding, direction, motivation, supervision and information. Assist in charging committees with a course of action and monitoring their performance.
- Assist with new board member orientation.
- Annually review the performance of the board and take steps to improve its performance.
- Be aware of established deadlines, meet them, and assist the board and committees in meeting them.

##### **Advocacy**

- Inform others about the Guild.
- Be able to articulate the Guild's mission and goals.
- Recruit volunteers who can make significant contributions to the work of the Guild, and to assist in the completion of duties as needed.
- Fundraising, by directly donating to the Guild and/or soliciting donations from others.

## **Position Title: President**

**Role:** Ensures that the board fulfills its responsibilities for the governance of the Guild.

### ***Duties:***

All the duties of an executive board member, plus the following:

- Convene the board and membership meetings. Preside over meetings, or arrange for other board members to preside, in the following order: vice-president, programming; vice-president, promotion; secretary; treasurer.
- Prior to each meeting, prepare and distribute an agenda which reflects issues, opportunities, and priorities. Include supporting materials as needed.
- Provide leadership in the development and implementation of the Guild's vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them. Ensure the development and implementation of performance measurements and managerial controls.
- See that the board functions effectively, interacts with members optimally, and fulfills all of its duties.
- Be aware of established deadlines, meet them, and assist the board and committees in meeting them.
- Ensure that the membership is adequately informed of the condition of the Guild and its operations. Maintain regular communications with the board and committees through the Guild newsletter, emails and other means.
- Reflect any concerns the members have in regard to the role of the board.
- Direct, supervise, and execute, either directly or through delegated authority, the work of miscellaneous committees as the need arises.
- Be a spokesperson for the Guild.

## **Position Title: Vice President, Programming**

**Role:** Ensures that the Guild effectively plans, schedules and executes both regular and special programming.

### ***Duties:***

All the duties of an executive board member, plus the following:

- Understand the duties of the president and be able to perform those duties in the president's absence.
- Direct, supervise, and execute, either directly or through delegated authority, the work of the programming committee.
- Work closely with the Vice President, Promotion to create a calendar of events and develop a marketing/public relations plan.
- Be aware of established deadlines, meet them, and assist the board and committees in meeting them.
- Be a spokesperson for the Guild.

## **Position Title: Vice President, Promotions**

**Role:** Ensures that the Guild develops and utilizes effective marketing tools and techniques.

### ***Duties:***

All the duties of an executive board member, plus the following:

- Understand the duties of the president and be able to perform those duties in the president's absence.
- Direct, supervise, and execute, either directly or through delegated authority, the work of the promotions committee.
- Work closely with the Vice President, Programming to create a calendar of events, and develop a marketing/public relations plan.
- Establish, publish, monitor and ensure compliance with marketing/PR deadlines, and assist the board and committees in meeting them.
- Be a spokesperson for the Guild.

**Position Title: Secretary**

**Role:** Records the actions taken at board and membership meetings. Maintains Guild records and is able to provide as needed.

**Duties:**

All the duties of an executive board member, plus the following:

- Take minutes at board and membership meetings, and distribute in a timely manner.
- Prepare and manage correspondence, reports and documents.
- Collect mail and distribute as appropriate.
- Maintain Guild records and ensure their accuracy and safety.
- Order and distribute supplies as needed. Maintain an inventory list and location of Guild property.
- Direct, supervise, and execute, either directly or through delegated authority, the work of the hospitality committee (or other committees as the need arises).
- Assume responsibilities of the chair in the absence of the president and vice presidents.
- Be aware of established deadlines, meet them, and assist the board and committees in meeting them.

**Position Title: Treasurer**

**Role:** Administrates the fiscal matters of the organization.

**Duties:**

All the duties of an executive board member, plus the following:

- Receive Guild funds, deposit them in a Virginia bank and pay bills out of this account.
- Keep full and accurate accounts of the receipts and disbursements of the Guild.
- Present a treasurer's report at board meetings, and make financial information available as needed.
- Oversee development of financial policies and procedures.
- Assist with development of the annual budget, as well as comparing actual revenues and expenses against the proposed budget.
- Complete required financial reporting forms in a timely fashion.
- Review the annual audit and answer board members' questions about the audit.
- Assume responsibilities of the chair in the absence of the other officers.
- Direct, supervise, and execute, either directly or through delegated authority, the work of the membership and grants committees (or other committees as the need arises).
- Be aware of established deadlines, meet them, and assist the board and committees in meeting them.