

## **RESPONSIBILITIES OF A SMAHC BOARD MEMBER**

As a private non-profit organization, the Southwest Minnesota Arts & Humanities Council (SMAHC) is governed by its Board of Directors. The board is charged with making basic decisions concerning SMAHC's organization, policies and activities. The staff exists chiefly to carry out and coordinate the activities that the board has approved. This arrangement is a great source of strength for the organization. SMAHC is not managed by a small number of professional arts administrators, but rather by dedicated arts volunteers drawn from all walks of life. Your active participation on the Board will help ensure that SMAHC will continue to serve the purpose for which it was created, that it will continue to meet the needs and reflect the tastes and attitudes of the people of southwestern Minnesota.

The activities of SMAHC board members can be divided into two basic categories: the role they serve in the development and governance of the region-wide organization, and the role they serve in their local county.

### **AT THE REGIONAL LEVEL, BOARD MEMBERS ARE EXPECTED TO:**

1. Attend and play an active role in all SMAHC meetings.
  - a. SMAHC board meetings are usually held on the fourth Monday of the month seven times a year. The staff prepares a packet of information that is sent to each board member prior to each meeting. It is crucial that board members understand this information and come to the meetings prepared to discuss and act upon it.
  - b. SMAHC's annual meeting is usually held in October.
  - c. Occasionally special meetings or planning sessions are called to handle business too lengthy for regular board meetings. Full day planning meetings are usually scheduled for a Saturday in August and/or February.
  - d. Conferences and workshops for constituents are held at various times throughout the year. SMAHC generally conducts a minimum of one workshop or conference per year.
  - e. Board members will comply with SMAHC's Conflict of Interest Policy.
2. Play an active role in the administration and development of the organization.
  - a. Board members **must be members of SMAHC** and are called upon to take an active role in the annual membership and fund drive as well as the annual fund raising event.
  - b. Board members serve on committees---some ad hoc, others standing. Committee meetings may be scheduled for those months without a board meeting. Committee meetings may also be scheduled between 5 and 7 p.m. on the day of board meetings. Some committee meetings are held via telephone conference call.

### **AT THE COUNTY LEVEL, BOARD MEMBERS ARE EXPECTED TO:**

1. Serve as an information liaison between SMAHC and communities in your county.
  - a. Board members must stay informed with SMAHC activities so as to inform local groups and individuals about opportunities they may be interested in. Likewise, they are expected to share local ideas, problems and concerns with SMAHC. This includes attending local meetings; contacting officers of local arts organizations, or working with other groups which traditionally have not been identified with the arts.
  - b. Board members should inform SMAHC about local cultural events so that we may help publicize them throughout the region.
  - c. Attend arts events in their own communities as well as other communities in the region. Board members may be called upon occasionally to report on an event funded by SMAHC.
  - d. Board members are expected to represent SMAHC at city and county government levels.