



OVERVIEW OF BOARD MEMBER JOB DESCRIPTION AND RESPONSIBILITIES

Mission

The Imagine Bus Project (TIBP) teaches underserved youth the power of self-expression through the visual arts, inspiring the creative potential of every child.

Community Role

A vital part of Bay Area communities, TIBP helps fill the widespread void of arts education in San Francisco, Marin and Sonoma counties' public schools and after-school programs. TIBP brings visual art classes to approximately 2,000 youth annually, working in partnership with local school districts, juvenile detention centers, after school programs and community-based organizations.

Our experienced Teaching Artists bring thoughtful projects to young people and provide sustained, positive and creative outlets for personal expression through the visual arts. TIBP's programs give the next generation access to the world of art and a voice to express their hopes and their dreams.

Board of Directors

TIBP's Board of Directors **have legal, governance, policy, fund development, fiduciary, program and moral responsibilities.** Members are responsible for setting the overall policy and strategic planning for the organization, as well as ensuring financial strength. TIBP board members are ambassadors and actively raise funds for the agency and work to enhance the organization's public standing. The board also reviews the Executive Director's plans for achieving TIBP's mission; develops, oversees and approves the organization's budget; identifies and promotes potential funding opportunities; works closely with the Executive Director and reviews and evaluates the executive's performance; assesses the organization's progress toward strategic goals; and ensures sufficient resources to meet these goals.

To ensure that the organization does the best work possible in pursuit of its mission, board members are expected to advance TIBP's purpose and mission through the following:

Responsibilities

- Work in good faith with staff and other board members as partners towards the achievement of TIBP's goals and mission, strategic planning and setting overall policy.
- Commitment to supporting and developing TIBP's Executive Director.
- Attend 100% of board and committee meetings to which they are assigned unless it is impossible to do so. Regularly participate in sites visits, donors briefings, new donor meetings, with particular attention to attending those that have fewer than ½ of the seated board attending.

- Serve on at least one committee and be willing to take on special assignments.
- Commit to active participation in board work, by preparing for each meeting, actively engaging in committee and board meeting discussions and completing tasks based upon agreed to timelines.
- Participate in and take responsibility for making decisions on issues, policies, and other board and agency matters.
- Actively engage with TIBP's programs and populations served by making quarterly site visits to inform program planning, implementation and assessment. Stay informed by asking questions and requesting information as needed.
- Actively engage in the work of TIBP by volunteering time and resources in support of TIBP; devote an average of at least 6 hours per month to TIBP work.
- Actively assist in the identification and recruitment of new board members.
- Act in the best interests of TIBP, and recuse oneself from discussions and votes if there is a conflict of interest.
- Complete an annual self-evaluation by the Annual board meeting and be open to constructive feedback on performance as a board member.

Fiscal Oversight

- Ensure that TIBP operates in a manner that is fiscally sound.
- Gain an understanding of TIBP's budget and financial reports and participate in the annual budget review and approval process.
- Review financial reports submitted to the board prior to each board meeting.

Fundraising

- Board members will consider TIBP a philanthropic priority and will make a "stretch" gift that is commensurate with their capacity and reflect that priority within one month of joining the board and then annually thereafter. 100% board giving is expected.
- Work with TIBP board and staff to cultivate and solicit contributions from prospects and existing donors through appropriate organizational fundraising activities and various individual fundraising projects to successfully raise the income necessary to meet the annual budget as a board.

Stewardship

- Work with board and staff to develop and implement stewardship strategies that strengthen long-term relationships with major donors.
- Partner with staff to identify and develop recognition opportunities.
- Work with the board and staff to promote all events and fundraising initiatives to contacts via personalized invitations, personal e-mail and phone; coordinate cultivation events; and attend stewardship and cultivation events as needed.

Ambassadorship

- Enhance the organization's image and public standing.
- Interpret TIBP's work and values to the community.
- Advocate for the organization throughout your network and wherever you go.

Term Limits

A board member's first term of service will be a three-year term, and he/she will be eligible for re-appointment for two additional successive three-year terms. After a maximum of nine years, the board member must remain off the board for at least one year before participating as a member again unless an exception is made by a joint agreement between the incumbent board member, the Governance Committee and the Executive Director whereby he/she may serve for another three-year term. Board members' terms will be staggered so that all terms do not expire all in the same year.

Officers

The officers of the Board will be President, one or more Vice Presidents (the number to be determined by the Board), a Secretary and Treasurer. The officers will be nominated by the Governance Committee, and the slate will be approved by the Board at the Annual Meeting. Officers will serve for one year unless he or she resigns, is removed or is disqualified to serve. Officers can be re-elected to serve consecutive terms for up to 3 years.

Selection Process

Developing a strong and sustainable working board is critical to the success of TIBP. To that end, the recruitment of new board members is an ongoing and vital role of the board and staff. The Governance Committee takes the lead in this process. The opportunities to recruit potential board members are both strategic and opportunistic. The Governance Committee will develop a matrix of needed/desired board attributes, which will be reviewed and updated annually, at a minimum. The Governance Committee will vet potential candidates using this matrix, whether those candidates approach TIBP or are specifically recruited by TIBP staff, board or consultants to join the TIBP board.

If there is mutual interest to move forward, the Executive Director will schedule a program site visit with the candidate. Next, the candidate will submit a board candidate profile and meet with one or more board members. Approval by a minimum of three board members is required to forward the candidate to the full board for review. A majority vote by the Board of Directors is required to elect the candidate as a Director.