



**The Arts Center Board of Directors
Time and Task Estimates**

The Arts Center (TAC) Board of Directors (hereby Directors) work with the Executive Director (ED) and volunteer to support the work of TAC and provide mission-based leadership and strategic governance for a three-year term, described as three (3) consecutive calendar years, requiring an estimated eight (8) hours of volunteer service per month as outlined below.

Responsibility	Activities - Duties	Estimated Monthly Time-Effort (hours)
A) Monthly Board meetings	Review meeting agenda + support materials; attend, and actively participate in meetings, on the second Wednesday of each month, 5:30-7:00pm	3
B) Embed justice, equity, and transparency (JET) in Board policies and practices	Participate in JET experiential learning /capacity - building activities; work with Directors and ED to embed JET, in theory and practice, into every level of the organization.	1.25
C) Oversight and monitoring	Participate in annual spring retreat (4-6 hours); review and approve TAC program priorities; provide oversight and monitor TAC strategic plan, program effectiveness, and impact reports.	.4
D) Financial and legal policy oversight and implementation	Partner with ED, in shared governance, to fulfill financial and legal responsibilities of the organization, including material business decisions about budgeting, fundraising and resource development.	.2
E) Performance evaluation	Participate in an annual performance evaluation of the Executive Director and participate in selection of ED when filling a positional vacancy.	.2
F) Board staffing and development	Plan and participate in Board recruitment and development to fully staff and diversify the Board of Directors.	.2
G) Serve as ambassadors	Represent and promote TAC and its mission to the community by being visible and vocal ambassadors.	1.25
H) Serve on a standing committee and in ad hoc or special committees as available	Serve on at least one standing committee, join ad hoc task forces/work groups, and/or take on special assignments. Note: standing committee meetings are scheduled in coordination with all members of each committee.	1.5
I) Gifts and sponsorships	Sponsor or give according to ability in various ways including, but not limited to, additional volunteer time, material donations, financial donations and in-kind donations. Volunteer time contributions are valued in Oregon as \$28.22 (hour) according https://independentsector.org	\$1000 (annually) *recommended minimum amount is under discussion