

CAIN CENTER FOR THE ARTS

BOARD OF DIRECTORS SERVICE POLICY

Adopted by the Board

Members of the Board of Directors are ambassadors and proponents of cultural activities to the general public and serve the Cain Center for the Arts (CCA) in a variety of ways. Specifically, responsibilities of Directors are listed as follows:

Responsibilities

1. ***Demonstrate understanding and endorsement of CCA vision and strategy in the community.*** Board members learn, endorse and actively support the mission, vision, strategic goals and policy positions of the CCA and become familiar with its bylaws, history and goals. Each Director should participate in an initial orientation and any on-going training provided. Board members should be familiar with and remain current on all facts upon which they must base their collective opinions and decisions. Each Director should represent CCA appropriately and accurately within the regional community.
2. ***Experience the cultural community on an ongoing basis.*** Board members are encouraged to regularly participate and purchase tickets at Cain Center for the Arts to have current and direct experience with the local cultural community.
3. ***Be actively involved in and committed to board work.*** New board members are required to attend an orientation. Board members must be willing and able to devote effort, time and brain power especially when unforeseen situations occur. In order for Cain Center for the Art's Board of Directors to carry out their duties and responsibilities, it is necessary for all members to attend the meetings. Board members are expected to be physically present at all meetings, however, as needed, board members may attend up to three meetings a twelve-month period via phone, video, internet or other remote means to participate remotely in the meeting. Directors are also expected to be actively involved in the work of the Board and its committees, stay fully informed about current operations and issues by attending meetings regularly and coming well prepared and ready to participate. Board members are asked to actively serve on a minimum of one committee. If a conflict arises preventing the attendance of a scheduled Board meeting, please notify the Executive Director in advance.
4. ***Recognize that an essential function of a good board involves fundraising and cooperation in achieving CCA's financial goals.*** Each year, CCA Board members will be required to make personal gifts to both the annual and capital campaigns as generous as possible. Board members are also expected to assist with other fundraising solicitations as requested and will be looked to as primary candidates for leadership positions for CCA's fundraising campaign as well as special events.

5. **Assist in CCA's ongoing plan of advocacy with local, state and federally elected government officials on behalf of Cornelius/Mecklenburg's cultural system.** This proactive process is used to educate and update public officials on CCA's impact on the cultural system and is conducted within the legal limits of the law for nonprofit organizations;
6. **Support CCA Staff internally and in the community.** Directors have the responsibility to support CCA's staff and to demonstrate that support within the community.
7. **Set policy and establish strategic plan.** The Board will set policy and focus on short-term, long-range and strategic issues. An individual Director should not become involved in the day to day management of the organization.
8. **Hire and hold the CCA Executive Director accountable** for achieving goals and objectives related to strategy and the execution of the strategic plan as approved by the Board of Directors.
9. **Encourage a culture of innovation.** Given the ongoing responsiveness needed to communicate changes, the Board must set a standard to think in non-traditional ways, and keep a workable balance between clarity and complication. Mistakes and opportunities should be viewed as a chance to learn, improve and behave differently.
10. **Responsible for oversight of CCA.** Each Director, not just the Treasurer and Finance committee, has responsibility to CCA's sound financial management.
11. **Be a resource to staff as needed and appropriate.** Board members are expected to serve as strategic resources to staff, with clear delineations of Board, staff, and Advisory Board roles.
12. **Understand that authority is vested in the Board as a whole.** Any Director who learns of an issue of importance to CCA has the obligation to bring it to the attention of the Executive Director or to the Board Chair, and must refrain from responding to the situation individually. Directors are also expected to accept and support Board decisions. Once a decision has been made, the Board will speak with one voice.
13. **Hold Board deliberations in confidence.** Directors are required to keep all Board deliberations confidential.
14. **Aware of and intentional about avoiding conflicts of interest.** Directors must guard against conflict of interest, whether personal or business related.

Dual Board Practices

Given the high caliber of CCA Board Members, these individuals may be asked to serve on other nonprofit cultural organizations as board members. It is the policy of CCA to allow its Board Members to simultaneously serve on other nonprofit cultural organizations while serving on

CCA's Board. This policy may create real or perceived conflict of interest related to dual Board service. Dual Board practice shall be reviewed annually by the full Board and any conflict of interest will be disclosed prior to any action of CCA Board.

Board Committee Responsible: Executive Committee

Signature: _____ Date: _____