



## Board Participation and Commitment Form

---

Thank you for taking the time to complete this form for the FY22 Board year. This information helps staff and other Board members know how to help you make the most of your volunteer experience with the Cain Center.

Cain Center Board members are important ambassadors of its strategic vision. We strive to be:

- **INSPIRATIONAL:** To be a center that inspires and encourages creativity.
- **COMMUNITY-CENTERED:** To be a center that serves everyone. To expose, invite, and engage as a destination for all members of the community.
- **CREATIVE:** To service as a hub of creativity, providing a platform for unique and individual expression.
- **ENTERTAINING:** To provide a holistic experience that produces valuable, enjoyable experiences while also focusing on comfort.
- **EDUCATIONAL:** To be a center where the arts and education connect.

General responsibilities of a Board Member are as follows:

- **TIME**
  - Attend Board meetings every month
  - Attend Committee meetings as assigned
  - Attend Cain Center concerts, exhibitions, classes and cultivation events throughout the season
- **RESOURCE DEVELOPMENT**
  - Support the development staff by engaging donors or prospective donors identified by the board member and serve as the relationship manager for those identified
  - Assist the Cain Center with advocacy efforts with local, state, and federally elected officials on behalf of the Cain Center and the cultural sector of our region
- **INVESTMENT**
  - Purchase season tickets
  - Support and attend Gala performance annually
  - Donate at an appropriate level with a minimum of \$1,000 to the annual fund and to make their annual gift to Cain Center one of their top 5 personal charitable gifts.

### CAIN CENTER'S COMMITMENT TO THE BOARD

---

Cain Center will provide Board Members with the following:

- Programmatic, financial, and planning/goal information that accurately reflect the activities, opportunities and challenges of the organization.
- Open discussion forums for learning, idea exchange, and personal growth and fulfillment opportunities for board member leadership.
- Encouragement to engage in straight-forward dialogue among staff and board members to effectively carry out the vision, mission and goals of Cain Center.
- Training, staff leadership and support in all areas and activities undertaken by board members on behalf of Cain Center.
- Opportunities to contact the Board Chair and/or Executive Director on any issue relating to the business of the organization or my personal involvement with Cain Center.

With these principles in mind, please complete the following so that we can make the most of your volunteer experience.

**NAME:** \_\_\_\_\_  
 Preferred email: \_\_\_\_\_  
 Preferred address \_\_\_\_\_  
 Preferred phone: \_\_\_\_\_  
 Please list any dietary restrictions. \_\_\_\_\_

**TIME**

- 
- I will attend and participate fully in a minimum of 10 of 12 scheduled board meetings. I will prepare for meetings by reading previous meeting minutes and other materials provided and prepare questions and comments.
  - I will attend at least 12 Cain Center public events this year at the Cornelius Arts Center—concerts, exhibitions, classes. I will make sure to wear my board member nametag at all events.
  - I have been appointed to serve on the following Board committees:
    - Executive Committee
    - Finance Committee
    - Capital Campaign/Development Committee
    - Marketing Committee
    - Nominating Committee
    - Volunteer Committee

**RESOURCE DEVELOPMENT**

---

Members of the Board of Directors are the primary ambassadors for the Cain Center for the Arts in the community. As such, they support the development staff by building strategies, opening doors, adding personal notes to letters of solicitation, making follow-up phone calls as needed, making thank you phone calls upon receipt of gift, and taking additional steps to engage donors or prospective donors with Cain Center throughout the year.

**This year I will:**

- **Prospect - Choose two**
  - Review current Cain Center lists to become assigned relationship manager for individuals
  - Identify two potential corporate donors or sponsors and serve as relationship manager
  - Identify 10 potential individual ticket buyers, subscribers, donors or sponsors and serve as relationship manager
  - Identify in-kind opportunities
- **Communicate Excitement & Enthusiasm - Choose three (or more)**
  - Invite guests to performances and special events
  - Greet subscribers/donors at events
  - Make Cain Center a topic of conversation (incorporate it into your personal “cocktail talk”)
  - Forward Cain Center communications, including reviews, news articles and invitations
  - Join Executive Director, President, or Development Director on donor visits
- **Appreciate/Say Thank You/Express Gratitude - Choose one**
  - Make thank you calls
  - Personalize thank you notes provided by Cain Center
- Use this space to let us know of any other activities you would like to undertake this year.

**INVESTMENT**

---

**My personal pledge for the 2021-22 Annual Fund is \$\_\_\_\_\_**

- I will make my gift to the Cain Center by \_\_\_\_\_ (no later than June 30, 2022)
- (As information, Board members are asked to consider at gift of \$1,000 or more annually or to make their gift to Cain Center one of their top 5 personal charitable gifts.)

**Other Financial Commitments:**

- Operating Endowment
  - I would like to discuss an opportunity to make a gift to the Cain Center Operating endowment.
- Estate Planning
  - \_\_\_\_\_ I will consider \_\_\_\_\_ I will make \_\_\_\_\_ I have made a legacy gift to the Cain Center through my estate planning.

**Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you! Please complete, sign, and return this form to Anita Overcash at [aovercash@cainarts.org](mailto:aovercash@cainarts.org). We will return a signed copy to you for your records.