



## Board Member's Duties and Responsibility

### Welcome

Sugar Land Art Center & Gallery welcomes qualified applicants to join its Board of Directors. The Center needs people with a variety of skills, contacts, financial resources and dedicated time to give to our organization. All Board Members are volunteers who want to support the Center, the community and the arts.

Being on our Board of Directors means that you have made a commitment to be a steward of the organization. Doing so means you have accepted the responsibility of overseeing our organization follow our mission and our vision. To join our Board of Directors, you must understand and confirm that you will have specific duties to complete throughout the years you serve on the board.

### Required Duties of Sugar Land Art Center & Gallery Board Members:

1. **Commitment:** Board members make a **minimal three year commitment** to serve on the board. This three year commitment can be renewed once for a total of six years. After that, board members must cycle off for at least a year.
2. **Attendance:** Board members agree to attend at least 3 of the 4 board meetings each year (held every third month of the year). If they cannot attend a meeting, they will inform the Executive Director prior to the meeting. Missing more than two meetings per year is grounds for termination of service on the board.
3. **Donate:** Board Members are asked to make an annual personal financial contribution to the organization. Our Board members typically **donate from \$1,000 - \$3,000 a year** or solicit and confirm contribution(s) totaling that amount within the year. Many of our Board Members spread their donation out throughout the year to complete their pledges.
4. **Committee Work:** Board members agree to **participate on at least one committee**. They stay informed about committee matters, prepare themselves for meetings and willingly accept assignments and complete them thoroughly and on time. Committee Chairs are responsible for arranging, running and follow-up with absent committee members.
5. Attend special events, programs and fundraisers when possible.
6. Be informed about the mission, services, policies and programs of the organization, and inform others about the organization. Board members are essentially Ambassadors for the Center and need to be able to accurately discuss our programs with their family, friends and the community at large.
7. Suggest to the Nominating Committee names of potential board members who could make significant contributions to the work of the board and the organization.