**Prospective Board Member Application**

Thank you for your interest in joining the Davis Arts Council’s Board of Trustees. Serving as a volunteer Trustee is a rewarding and exciting experience. Please read the attached Board Guidelines document carefully and ensure you can meet all requirements for membership prior to completing this application. Board vacancies are typically filled in September with terms starting October 1, but mid-term appointments are occasionally made at the discretion of the Executive Committee.

**Name:** Click or tap here to enter text. **Cell #:**Click or tap here to enter text.

**Email:** Click or tap here to enter text. **City of Residence:** Click or tap here to enter text.

**Employer:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

I have read and agree to the attached requirements of Board membership including regular meeting attendance, personal monetary donations, and program attendance.

**Why are you interested in joining the DAC’s Board of Trustees?**

Click or tap here to enter text.

**In what ways are you currently involved with the DAC?**

Click or tap here to enter text.

**How will you contribute to the success of the DAC?**

Click or tap here to enter text.

**Please describe any leadership experience you have.**

Click or tap here to enter text.

**Please detail any prior experience you have with fundraising, volunteering, or nonprofit board service.**

Click or tap here to enter text.

**If selected as a member of the DAC Board, you will be expected to serve on at least one committee. Which of the following committees would you be interested in joining? This is not a binding commitment, just a general interest survey.**

Fundraising & Events  Diversity & Inclusion  Programming

**Davis Arts Council Board of Trustees**

**Guidelines and Expectations**

1. Board members have five key responsibilities:
   1. Ensuring the DAC’s long-term financial well-being
   2. Serving as ambassadors for the DAC in the community
   3. Approving the strategic plan
   4. Approving the annual budget
   5. Hiring, firing, and compensating the Executive Director

Potential Board members should possess skills and experience to help advance the organization through these responsibilities. When considering an individual as a potential Board member, consider their ability to advance the organization in these areas. At any time, a majority of Board members should live and/or work in Davis County. If you know of someone who might be a good Board member, submit their name to the Executive Committee for consideration. New Board members begin their terms in October.

1. There are six full Board meetings each year. They are on the third Thursday of January, March, May, July, September, and November. All Board meetings take place in the DAC Board Room from 4:00-5:30. Attendance at these meetings is a critical responsibility and should be a priority. If you must miss a meeting, let the Executive Director know via email *at least 24 hours in advance* of the meeting or your absence will be considered “unexcused.” Board members must attend at least 75% of regular meetings unless excused by the Executive Director or Chair. With six meetings per year, more than one unexcused absence in a year can result in your termination as a Board member. If you miss two Board meetings in a row *for any reason* (excused or unexcused), the Executive Committee may request a meeting with you to consider resignation of your Board membership.
2. Board members must attend at least one event from at least 60% of DAC programming. For example, we currently have ten programs, so this requirement would be fulfilled by attending one Friday Movie, one Sunday Concert, one Summer Nights with the Stars concert, Active Pages, DAC the Halls, and the Snow Horse Student Art Showcase. More attendance is encouraged wherever possible. This attendance will be tracked. If you fail to attend at least 60% of DAC programs in a year, you may be asked to resign your Board membership.
3. Board members are expected to be donors to the organization and should make a personally significant gift annually. Board members should also actively seek opportunities for additional fund development for the DAC including new/increased major donors and new/increased sponsorships.
4. Board members must serve on at least one committee and may serve on up to three committees. Individual committees may select committee chairs as necessary. All committees except the Executive Committee meet quarterly.
   1. Executive Committee – Perform duties as outlined in the organization’s by-laws. Elections will be held according to the by-laws (alternating years for Chair & Secretary and Vice-Chair & Treasurer) at the final meeting of the organization’s fiscal year in September. The EC meets the third Thursday of February, April, June, August, and October.
   2. Fundraising and Events – Working closely with the Executive Director and the Director of Community Engagement, assist in the planning and implementation of the annual fundraising campaign, the fundraising breakfast, the season announcement party, etc. The Fundraising and Events committee will also be tasked with assisting the Executive Director and Director of Community Engagement in seeking out and recruiting new sponsors and major donors. This committee meets the second Thursday of October, January, April, and July.
   3. Diversity and Inclusion – We are working to create a more diverse and inclusive organization and have quite a bit of room for growth in that area. The Diversity and Inclusion committee will assist the Executive Director and other staff as necessary in researching, creating, and implementing best practices with regards to diversity of race, country of origin, religion, age, ability, gender, gender identity, sexuality, income, education, etc. This committee meets the second Thursday of November, February, May, and August.
   4. Programming – The responsibility of the Programming committee is NOT to run DAC programs, that is the responsibility of the staff. The Programming committee assists with strategic, long-term programmatic planning. This can include selecting artists for paid and free concert; selecting titles for film, theatre, and literature programming; creating new programs; retiring or re-imagining existing programs; assessing the organization’s overall programmatic efficacy; and other duties as needed. This committee meets the second Thursday of December, March, June, and September.