

## Arts Visalia Board of Directors Interest Form

Thank you for your interest in serving on Arts Visalia’s Board of Directors! We are an active board, supporting staff through resource development, administration, event coordination, and more.

**Please briefly answer a few questions to help us determine the best fit for your interests.**

Date	
Full Name	
Mailing Address	
Email Address	
Phone: Where do you prefer to receive mail, texts, and phone calls related to Arts Visalia?	
How did you hear about Arts Visalia?	
Please provide name of business, your title, work phone, and work email address. If retired, where were you employed?	
Have you had any involvement with Arts Visalia? If yes, please describe.	
Do you serve on other boards or service clubs? If yes, please list them.	
What is your professional background? Please describe any special skills, training, or interests that would benefit Arts Visalia?	
Feel free to attach a resume, CV, or other information as it relates to this application.	

**Which of the following committees would you like to join?**

Select at least 2	Standing Committees
	<b>Executive:</b> Meets quarterly and as needed. Composed of President, Vice President, Treasurer, and Secretary and one office admin from the board.
	<b>Finance:</b> Meets monthly to monitor monthly revenue and expenses; reports to the board at its monthly meetings; assists in drafting the annual operating budget.
	<b>Exhibition and Gift Shop:</b> Meets as needed (approximately 2 or 3 times yearly) to review submissions for exhibitions and gift shop offerings.
	<b>Fundraising:</b> Meets as needed to plan fundraisers held throughout the year; e.g., a Raffle held in the fall and Orchid sales in May.
	<b>Art Education:</b> Meets as needed (approximately 2 or 3 times a year) to plan and review Adult and Children’s art classes/workshops.
Select at least 2	Ad Hoc Committees
	<b>Bus Tour:</b> Meets as needed to plan one or more bus tours annually to art galleries/museums within California.
	<b>Facilities:</b> Meets as needed to address problems in the gallery.
	<b>Strategic Action Planning:</b> Meets each year to create an annual plan and set priorities.
	<b>Staff Opportunity Hours and Evaluation:</b> Meets as needed (frequently) to assess staff needs.
	<b>Board Recruitment:</b> Meets as needed (approximately 1 to 2 times yearly) to update forms and board requirements; e.g., after the board assessment is completed.
	<b>Security:</b> To answer alarm company calls and to follow up when police are called for break in. On call – as needed.

**Arts Visalia Board Members are expected to uphold certain personal, fiduciary, and ethical responsibilities:**

- Carry out fiduciary responsibilities, acting in good faith and in the best interest of the organization.
- Regularly prepare for and attend monthly board meetings (1-2 hours), annual meeting (4-5 hours), and annual retreat (4-5 hours). In-person attendance is highly preferred. If a member is unable to attend three meetings in a row and hasn’t been in touch, we will reach out to discuss how they would like to stay engaged.
- Actively participate on at least one committee and one ad hoc committee per year (1-2 hours each).
- Host at least three opening receptions (one as lead, two as helper) per year (2 hours each).
- Participate in fundraising activities, which can include a combination of:
  - Personal financial contribution annually at a level that is meaningful to you.
  - Sell tickets to fundraising efforts and events.
  - Sell orchids during our signature event in May.
  - Identify potential program sponsors
  - Provide in-kind volunteer hours at Arts Visalia events.

- Review and approve the organization’s annual operating budget and monthly financial reports. You are encouraged to ask questions pertaining to oversight of Arts Visalia’s finances.
- Review and approve the annual IRS Form 990.
- Contribute to furthering Arts Visalia’s mission, vision, and strategic goals, serving as an Arts Visalia ambassador and sharing Arts Visalia’s programs and impact with friends and potential contributors.
- Review and act in accordance with the Code of Ethics, Board Governance, Conflict of Interest policies, and other policies/procedures to exercise your obligations and powers in the best interests of Arts Visalia and its charitable mission.
- Arts Visalia has the right to accept or deny any board interest application if applicant does not meet requirements of the board at a given time.

**Following a review of the completed interest form, we look forward to scheduling time for an informational interview. The interview may be guided by the following questions:**

- a. What motivates you to contribute your time and talents to Arts Visalia specifically?
- b. Are you comfortable participating in fundraising activities? What activities do you have experience in, for example: donor outreach, outreach events, obtaining sponsorships, making presentations?
- c. What networks or resources do you have access to that could support Arts Visalia?
- d. Are you able to make a personal financial contribution annually at a level that is meaningful to you?
- e. Can you commit to consistently attending monthly board meetings and committee meetings?
- f. How long are you willing to serve (1 year, 2 years, etc.)?

**Please feel free to reach out to [artsvisalia@sbcglobal.net](mailto:artsvisalia@sbcglobal.net) or [cdcalhoun@gmail.com](mailto:cdcalhoun@gmail.com) if you have any questions.**