**Members and Board of Directors Expectations**
**All members** **of Art To Change The World, Inc.**

* Need to believe that *Art can change the world*.
* Approach the work of the organization in a spirit of cooperation, creativity, collegiality, integrity and respect.
* Act as an advocate and ambassador for Art To Change The World.
* Attend as many ACW digital and real time events as possible. Fifty percent might be a good goal.
* Contribute fiscally or in-kind to the growth of the project. (Lead discussion, write one grant, serve on Events
 committee, find one donor, be a donor)

**Believe in the ACW Community Mission and Values**

* Use the power of *Art to change the conversation – and the world*.
* Build a positive, caring and supportive community.
* Empower ALL voices and honor multiple perspectives. Your truth may be ONE valid truth not THE truth. Avoid semantic debates - seek positive action.
* Tend to your own tent. Make your own message powerful. Let others have their own voice.
* Using ACW as your non-profit partner, pursue your own granted projects.
* NOTE: The “event/exhibition” is only the beginning of the dissemination of our message(s). Our intention is to develop our workshops which we can then offer to the public. For example: A recovery artwork may develop a workshop which could be offered to schools and businesses. Workshops will be developed with our non-profit legal guidelines in mind. The fees will go to the presenters. ACW will try to procure grant funding for member workshops. One page ACW workshop proposals offered under the name of Art To Change The World will need to be approved by the ACW board.

**Board of Directors of Art To Change The World, Inc.**

* Serve their full term of 1, 2 or 3 years as committed.
* Work to ensure that the board reflects the community which ACW serves.
* Recruit one new member artist, educator, supporter, scientist or change maker to join ACW. Contribute your experience and reach out to your contacts to help build a positive, talented and diverse membership and board.
* Periodically reassess to make sure the organization is adhering to its stated mission. See at \* below.
* Review and approve transparency in financial accountability.
* Evaluate Director’s, Assistant Director’s, Secretary’s, Treasurer’s and Board Chair’s performance annually.
* Attend Board Meetings four times a year. **Review advance reading materials.**
* Hold Board information and data confidential.
* There is no compensation for service as a board member at this time but reimbursement for expenses may be considered, if needed.

***\**** **The mission of ACW is to build a supportive community of voices who aspire to encourage change through positive knowledge, collaboration, and sometimes humor. We seek artists, scientists, educators, change makers and all supporters to meet us at the intersection of art and natural and social sciences.**

The specific purpose of the non-profit Art To Change The World is to create opportunities for partnerships to defend human and civil rights, and to protect the environment, and to build a safe and nurturing community for all people who seek to live a considered life and meet at the intersections of art and science. The Foundation will partner with artists, scientists, change makers and supporters to pursue funding and advancement of social practice art exhibitions and events. The purpose of these events and exhibitions is to provoke discussion, reflection and action on a wide variety of topics including, but not limited to, Social Equality, Recovery, Agricultural Practices and Water Quality. Traveling workshops are planned. The Foundation will also sponsor a film/[book inquiry group](https://www.arttochangetheworld.org/book-club/), [discussion forum](https://www.arttochangetheworld.org/welcome-to-the-dialogue/), [Day Job, community listing](https://www.arttochangetheworld.org/acw-community-day-job-listings/), [member event calendar](https://www.arttochangetheworld.org/calendar-events/) and a [retail gallery.\*](https://www.arttochangetheworld.org/objects-for-adoption/)

***We are a 501(c)3 organization overseen by a six person board of directors.*

Executive Director Job Description**
1. Provide leadership and guidance for an organization
2. Establish fundraising directives
3. Implement new programs
4. Present new ideas
5. Work with board of directors
6. Support and nurture members
7. Incite new/big ideas
8. Pursue big relationships
9. Develop the culture
10. Research & development
11. Seek solutions to problems
12. Facilitate collaboration
13. Empower member voices
14. Develop major donors
15. Assist Integrator with implementation of policy
16. Write 6 grants in 2018

**Assistant Executive Director Job Description**1. Manage events
2. Manage staff
3. Support fundraising directives
4. Work with board of directors
5. Oversee day-to-day operations
6. Remove obstacles and barriers
7. Adhere to process and operation
8. Manage working committees
9. Write 2 grants in 2018

**Marketing/Social Networking Manager**
1. Recruit and manage membership
2. Implement and manage social networking (FB, Instagram, Twitter etc.)
3. Support fundraising directives
4. Drive sales, membership and artwork admissions
5. Prepare press/media releases
6. Create content for website /social media
7. Publish content
8. Listen to and engage membership
9. Monitor ACW reputation
10. Review analytics
11. Find donors
12. Write 2 grants per year

**Grant Writer**Write 12 Board-Approved Grants in 2018
Procedure:
1. Identify grant and select artist writing partner with input from ACW members
 (any ACW member with expertise in this area)
2. Obtain 2/3 Board approval
3. Write grants and track hours to completion ($20 an hour)
4. Submit finished grant to Director
5. Invoice Director
 **Board Chair Job Description**
1. Is a member of the Board
2. Is a partner with the Director in achieving the organization's mission
3. Chair meetings of the Board after developing the agenda with the Director
4. Appoint the chairpersons of committees in consultation with other Board members
5. Serve *ex officio* as a member of committees and attend their meetings when invited
6. Discuss issues confronting the organization with the Director
7. Review with the Director any issues of concern to the Board
8. Monitor financial planning and financial reports
9. Evaluate annually the performance of the organization in achieving its mission
10. Perform other responsibilities assigned by the Board
11. Write 1 Grant in 2018

**Board Secretary Job Description**
1. Is a member of the Board
2. Maintain records of the board and ensure effective management of organization's records
3. Manage minutes of board meetings
4. Ensure minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, bylaws, IRS letters, etc.) to note applicability during meetings
6. Write 1 Grant in 2018

**Board Treasurer Job Description** **(2018 - Accountant)**
1. Provide annual budget to the board for members' approval
2. Manage finances of the organization
3. Administer fiscal matters of the organization
4. Ensure development and board review of financial policies and procedures