



Tidewater Arts Outreach

Board Member Responsibilities

Serving on a non-profit board is a privilege and a responsibility. The board is responsible for ensuring the organization has the resources it needs to carry out its mission. Board members are expected to cooperatively determine and evaluate strategic direction and goals; develop policies, the annual budget, and bring the organization useful resources.

Key Areas of Responsibility:

1. **Policy administration** – Ensure the by-laws are adhered to or revised when needed; recommend policies to determine purpose, principles, functions and activities of Tidewater Arts Outreach.
2. **Evaluation** – Regularly monitor all organization activities, including committee work, program work and operational activities.
3. **Public and Community Relations** – **Take an active role in promoting the organization to the community.** Attend at least one community event annually.
4. **Human Resources** – Approve all human resource policies; **participate in board, advisory and committee member recruiting and development.** Serve on at least one committee.
5. **Finance** – Approve and monitor TAO finances; create the financial climate for fulfilling its purpose through fundraising activities; authorize and approve audits as needed; recommend and monitor all expenditures.
6. **Fundraising** – Take an active role in one of the two main fundraising events. Specifically, we ask that each board member completes at least two of the following for one event: secure corporate sponsorship and/or advertisers, secure event committee members, sell a block of tickets and/or serve on the event committee.
 - a. Help TAO present house concerts. We ask each board member to consider hosting a house concert, and providing on-hand support to one house concert annually.
 - b. Schedule a minimum of two meetings per year, for another TAO representative and yourself, with a community leader you know.
7. **Programs** – Be familiar with TAO's programs; attend at least one program annually.

Board members possess the ability to:

1. Make an annual financial contribution to the organization that is meaningful to them.
2. Be sincerely and enthusiastically interested in the organization's service goals and objectives.
3. Have a specific interest, experience and/or knowledge in at least one area of board operation: finance, development, human resources, programs and marketing/public relations.
4. **Attend all board meetings, serve on at least one board committee and participate in appropriate organization activities.**
5. Participate in board retreats and training activities and adhere to board duties and responsibilities as outlined in by-laws.

Meetings are held on the **3rd Tuesday of each month from 6 to 7:30 pm** @ the offices of **Crenshaw, Ware & Martin, 150 W. Main Street, Suite 1500, Norfolk 23510.** *Plume Street Garage parking stubs to be validated.