



## **OVERVIEW OF BOARD MEMBER DESCRIPTION AND RESPONSIBILITIES**

### **Mission**

**The Imagine Bus Project (TIBP)** reaches children and youth in underserved communities to provide sustained, positive and creative outlets for personal expression through the visual arts, which empowers our students to explore their potential, develop critical thinking, and build self-esteem.

### **Vision**

- All children will have access to an equitable arts education
- All children will experience a sense of empowerment, belonging, and achievement through creative expression
- All children will develop into critical thinkers and discover their own creative voice
- All children will have an opportunity to participate in and develop an appreciation for the creative arts

### **Community Role**

A vital part of Bay Area communities, TIBP helps fill the widespread void in arts education in San Francisco, Marin and Sonoma counties' public schools and after-school programs. TIBP brings visual art classes to approximately 2,000 youth annually, working in partnership with local school districts, juvenile detention centers, after school programs, and community based organizations.

### **Board of Directors**

The Board of Directors of The Imagine Bus Project has legal, fiduciary and moral responsibilities. Members are responsible for setting overall policy and strategic planning for the organization, as well as ensuring financial strength. TIBP Board members are ambassadors for the agency and work to enhance the organization's public standing. The board also reviews the Executive Director's plans for achieving TIBP's mission; develops, oversees and approves the organization's budget; identifies and promotes potential funding opportunities; works closely with the Executive Director and reviews the executive's performance; evaluates the organization's progress toward strategic goals and ensures sufficient resources to meet those goals.

To ensure that the organization does the best work possible in pursuit of its mission, Board members are expected to forward the purpose and mission of The Imagine Bus Project through the following:

#### **Stewardship:**

- Work in good faith with staff and other board members as partners towards the achievement of TIBP's goals and mission.
- Be familiar with non-profit governance.
- Participate in and take responsibility for making decisions on issues, policies, and other board and agency matters.
- Attend at least 75% of board meetings, 75% of special events, and 75% of task force meetings.
- Stay informed and current on The Imagine Bus Project by making at least one site visit per year, asking questions and requesting information as needed.

- Devote an average of at least 6 hours per month to TIBP work.
- Act in the best interests of TIBP, and recuse oneself from discussions and votes if there is a conflict of interest.

**Fiscal oversight and responsibility:**

- Ensure that The Imagine Bus Project operates in a manner that is fiscally sound.
- Gain an understanding of TIBP's budget and financial reports and participate in the annual budget review and approval process.
- Review financial reports submitted to the board prior to each board meeting.

**Fundraising:**

- Make a personal financial pledge at a level that is meaningful within one month of joining the board and then annually thereafter.
- Work with TIBP staff to cultivate and solicit contributions from prospects and existing donors through appropriate organizational fundraising activities, and various individual fundraising projects.
- Promote all events and fundraising initiatives to contacts via personalized invitations, personal e-mail and phone calls.

**Ambassadorship:**

- Enhance the organization's image and public standing.
- Interpret TIBP's work and values to the community.
- Advocate for the organization throughout your network and wherever you go.
- Be the #1 cheerleader for the organization!

**Selection and Evaluation Process**

Board Candidates will meet with the Executive Director and Board President. If there is mutual interest to move forward, the Executive Director schedules a program site visit with the candidates. Next, candidates will submit a board candidate profile and meet with one or more board members. Approval by a majority is required to seat a new board candidate.

**Term Limits**

Board members shall serve for a renewable period of three years.