

## **Women's Caucus for Art Job Descriptions**

### **Job Descriptions for Member of the Board of Directors**

#### **PURPOSE OF POSITION:**

The Board is responsible for determining WCA's goals, determining organization policy, and approving the annual budget.

#### **MINIMUM JOB REQUIREMENTS:**

- Demonstrated interest in WCA's goals.
- Specific experience and/or knowledge in at least one of the following: PR or communications, fundraising, grantsmanship, marketing, administration, finance, law, accounting, personnel, program development.
- Representative of a significant segment of the membership.
- Professional/Business/Community contacts.
- Available time.

#### **KEY RESPONSIBILITIES:**

##### Policy Administration

- Adopts policies/programs that promote purpose, governing principles, functions, activities and courses of action of the WCA.
- Assumes responsibility for internal policies that govern the WCA.

##### Evaluation

- Regularly evaluates and reviews WCA's operations and helps maintain services to membership.
- Monitors activities of the organization including reviewing reports of appropriate committees, confirming, modifying or rejecting proposals, counseling and providing good judgment on plans of committees.
- Considering, debating and deciding issues.

##### Public and Community Relations

- Gives sponsorship and prestige to the organization and inspires confidence in its services.
- Understands and interprets the mission and programs of the WCA to the community.
- Relates the work of the organization to the work of other organizations –arts, professional and educational.

- Promotes the interests of the organization to the business and political arenas.

#### Personnel

- Selects, employs and evaluates National Administrative Staff and approves policies that govern the administration of these personnel.
- Participates in recruitment, selection and development of Board members, where primary responsibility for this activity is assigned to a nominating committee.

#### Finance

- Approves and monitors finances of the Association and creates a financial climate for fulfilling the National Organization's purpose
- Sees that sufficient funds are available for the organization to meet its objectives.
- Authorizes and approves the annual audit.
- Helps raise a minimum of \$500 for the National Treasury during term of office.

### **Responsibilities of WCA Officers**

PRESIDENT (elected, 2-year term)

1. Serves as chief executive officer of the WCA.
2. Presides at all Board and membership meetings.
3. Supervises all the business and affairs of the corporation.
4. Sees that all resolutions of the Board are carried out and represents the organization when called upon to do so.
5. Signs any deeds, mortgages, bonds, contracts, or other instruments except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the WCA.
6. Appoints non-elected officers.
7. Appoints Committee Chairs.
8. Establishes standing committees, ad hoc committees and task forces not otherwise included in the constitutional duties of WCA officers.
9. Submits a written report of WCA activities and financial status to the membership at least once a year.

10. Grants charters to local WCA chapters.

11. Submits a detailed written report on activities accomplished during the term of office. Includes written recommendations for possible implementation by successor.

PRESIDENT-ELECT (elected, 2-year term)

1. Assists in the duties of the President, and acts as chief executive officer of the WCA in the event of the President's death or inability to serve.

2. Consults with and oversees certain standing and ad hoc committees and task forces.

3. Consults with and advises the President on general matters of policy and procedure.

4. Carries out special assignments and responsibilities under the direction of the President.

5. In absence of Committee chair, reports on committees under her supervision at the Board of Directors' meetings.

6. Carries out all responsibilities for term of office.

7. Submits a detailed written report on activities accomplished during her term of office; includes written recommendations for possible implementation by successor.

SECOND VICE PRESIDENT (appointed, 2-year term)

1. Consults with and advises the President on general matters of policy and procedure.

2. Consults with and oversees certain standing and ad hoc committees and task forces.

3. Carries out special assignments and responsibilities under the direction of the President.

4. In absence of committee chairs, reports on committees under her supervision at the Board of Directors' meetings.

5. Carries out all responsibilities for term of office.

6. Submits a detailed written report on activities accomplished during her term of office; includes written recommendations for possible implementation by successor.

VICE PRESIDENT FOR CHAPTER RELATIONS (appointed, 2-year term)

1. Represents the membership to the chapters and the chapters to the National organization.
2. Facilitates networking among the chapters and the Regional Vice Presidents.
3. Presides over the Chapter's Council.
4. Defines regions by states.
5. Submits a detailed written report on activities accomplished during the term of office; includes written recommendations for possible implementation by successor.

VICE PRESIDENT FOR WOMEN OF COLOR (appointed, 2-year term)

1. Makes inquiry into inequities encountered by minority women and reports findings.
2. Makes recommendations to the Board of Directors.
3. Collaborates with Affirmative Action Committee.
4. Submits a detailed written report on activities accomplished during the term office; includes written recommendations for possible implementation by successor.

VICE PRESIDENT FOR DEVELOPMENT (appointed, 2-year term)

1. Investigates sources of funding from private and public granting agencies.
2. Assists in the preparation of grant applications and in any other fundraising of solicitation campaigns on a national level working in cooperation with the President and the Treasurer.
3. Carries out all responsibilities for term of office specified.
4. Reports all activities to the Board of Directors.
5. Submits a detailed written report on activities accomplished during the term of office; includes written recommendations for possible implementation by successor.

REGIONAL VICE PRESIDENTS (appointed, 2-year term)

1. Works to create a more harmonious relationship between chapters within a region and between chapters and the National organization.
2. Keeps the National membership informed of regional activities by writing a short summary of each chapter's activities to be published in each newsletter.
3. Presents short reports on regional activities at the Board of Director's meetings.
4. Encourages chapters to send a representative to the annual national Conference.
5. Encourages chapters to conduct regional conferences.
6. Submits a detailed written report on activities accomplished during the term of office; includes written recommendations for possible implementation by successor.