



www.childrensartcenter.org

Celebrating creative exploration since 1978

Job Description: Member, Board of Directors

Responsibilities

- Attend Board meetings (11 per year). The February Board meeting is designated as an Annual Retreat, takes place on a Sunday, and lasts 4 hours.
- Attend monthly Standing Committee meetings (in-person or digital) and devote 2-4 hours per month to committee work. The Committees are as follows:
 - Development
 - Partnerships
 - Marketing
 - Executive
- Financial obligation: \$300/year suggested minimum financial contribution. Annual contributions submitted each year in April. New Board members may make their contribution within three months after joining.
- Serve for a minimum of two years.
- Support Board fundraising activities including events and annual appeal.
- Occasionally represent the Art Center at events such as the Summer Resource Fair and the Board Match.

Qualifications

- Interest in children, community, and art education.
- Ability to commit to monthly meetings and devote 2-4 hours per month to committee work.
- Strong verbal and written communication skills.
- Experience working in a non-profit setting, serving on a non-profit board, or active participation on a SFCAC Board Standing Committee is desirable.
- Experience in business and other professional sectors is welcomed.

Application Process

- If interested, please send an email to sfcac@childrensartcenter.org with a brief statement explaining your interest in Board service for the Art Center and a brief summary of your educational and employment background.
- Please attach your resume to the email and include three references.
- A member of the Board Executive Committee will schedule an initial phone conversation and then a meeting at the Art Center for the candidate to learn more about the Art Center, meet staff, and observe children at work in the Studio. One to two additional Board members may also be present at this meeting.
- The Board members will check references and make a recommendation to the Board for a vote by email. If the votes are in favor, the Executive Committee chair will respond with an invitation to join.