

## **Art of Conservation Board of Directors Job Description 2016**

About Art of Conservation (AoC):

**Our Vision:** We envision a biologically diverse world where people, the environment, and animals thrive together in good health.

**Our Mission:** To empower children, families, and local communities in biodiverse regions to become conservation leaders through innovative art and educational programs.

**Background:** Art of Conservation (AoC) was founded in 2006 by Julie Ghrist, who developed community conservation education programs in Rwanda's Virunga Massif region. Recognizing similar needs in the Mesoamerican Biological Region, AoC expanded its programming to Mexico in 2014.

**Why:** Overdevelopment and poor sanitation have polluted the land and water within the Sian Ka'an Biosphere Reserve, placing the health of its people, plants, and animals at risk. AoC's programs empower communities to help prevent further threats.

**How:** AoC provides its *Creative Learning & Conservation Education Curriculum* in local primary schools. Programs run twice weekly for three hour-long classes and incorporate artistic expression, experiential field trips, and family participation.

Since 2014, our Mexico programs have engaged hundreds of children and community members, primarily of Maya heritage. Our effective methodology has changed our participants' attitudes and behaviors towards conservation in their communities.

Learn More at: <http://www.art-of-conservation.org/>

### **Application for Board of Directors:**

AoC is currently expanding our Board of Director positions to meet the needs of a growing organization. To apply for a board position, please submit a letter of interest that details your experience volunteering or managing non-profits, fundraising experience, conservation efforts, and applicable skills, along with a CV to Danielle Pere at [dani\\_pere@hotmail.com](mailto:dani_pere@hotmail.com).

Art of Conservation Board Directors should plan to spend an average of 1-2 hours per week on Art of Conservation business.

The board is collectively responsible for these areas:

1. To provide Oversight (governance) to ensure the health and sustainability of AoC in these areas: Mission Adherence, Strategy, Financial Health, Policy Development and Compliance, Executive Director Management, and Board Development. (Policy, Planning and Financial Guidance to the organization and staff throughout your tenure.)
2. To provide Organizational Support to AoC for including fundraising, marketing, and operations.

Individual Board Members, are expected to participate in these ways:

3. Be a board officer (President, VP, Treasurer, or Secretary) or serve on one committee. Committee work (which takes place by conference call) occurs between and in preparation for board meetings. It can involve phone calls, e-mails, and face-to-face meetings. AoC currently has these committees:

- a. Finance Committee (including Budgeting)
  - b. Fundraising Committee
  - c. Marketing Committee
  - d. Board Development Committee
  - e. Strategic Planning Committee
4. Attend three board meetings (by teleconference) each year. The AoC fiscal year is July 1 – June 30. Board meetings are held monthly from 1pm-2:30pm Eastern Time on the first Friday of each month.
  5. Attend fund-raising events whenever possible.
  6. Raise \$5,000 per year, either a personal contribution or fundraising efforts.
  7. Be an advocate for AoC throughout the community. Always be on the lookout for potential supporters, volunteers, donors and board members. You may be asked to communicate with corporate sponsors or individual donors so that we can keep them informed of our programs and results.
  8. Make an annual, personal, financial contribution to AoC during the first quarter of each fiscal year.
  9. Commit initially to a three-year term (unless otherwise agreed). There may be an option to serve a second term of three years if you are meeting the needs of AoC and AoC is meeting your needs.

NOTE: If possible, board members are encouraged (but not required) to visit field sites to witness the result of the AoC operations and to meet the in-country staff.

## **Art of Conservation Board Committee Job Descriptions**

### **Fundraising Committee**

The Fundraising Committee's job is not simply to raise money. Instead, this Committee is responsible for ensuring the Board develops a diverse revenue stream through the integration of the organization's overall fundraising.

#### **Specific Duties:**

- Work with development staff in their efforts to raise money
- Be responsible for involving all Board members in fundraising, such as asking Board members make telephone calls to ask for support
- Assist with developing a membership program for the organization
- Help identify, cultivate, and solicit funds from various sources

### **Budget and Finance Committee**

The Budget and Finance Committee's role is to oversee the fiscal affairs of the organization by ensuring the proper systems, procedures, and controls are in place.

**Specific Duties:**

- Report any financial irregularities, concerns, or opportunities to the Board
- Recommend financial guidelines to the Board
- Work with staff to design financial reports and ensure reports are accurate and timely
- Oversee short and long-term investments
- Recommend selection of an auditor and work with the auditor
- Advise the Director and other appropriate staff about financial priorities and information systems
- Recommend financial guidelines to the Board

**Board Development Committee**

The Board Development Committee is responsible for the general affairs and recruitment of Board members.

**Specific Duties:**

- Prepare priorities for Board composition
- Meet with prospective Board members and recommend candidates to the Board
- Conduct orientation sessions for new Board members and organize training sessions for the entire Board
- Suggest new, non-Board individuals for committee membership

**Program Committee**

The Program Committee is comprised of Board members who are most familiar with the approaches and operations of the organization's programs.

**Specific Duties:**

- Participate in discussions about program priorities and development and assist with monitoring and evaluation