



altered|esthetics

1224 quincy st. ne – minneapolis mn 55413 – 612.378.8888 – contact@alteredesthetics.org

Board Member Application

Please fill out this application and return it with a resume and cover letter to the Altered Esthetics Board.

Name:

Occupation:

Address:

Phone:

E-mail:

Reference 1:

Relation:

Reference 2:

Relation:

Referred by?:

Why do you want to be considered for a seat on the Altered Esthetics' Board?

What skills and/or resources can you contribute to Altered Esthetics?

AE is noted as an organization "run by artists, for artists." How can you sustain or develop this ethic?

In what way(s) will you contribute to your fundraising responsibility as a board member?

How can you help Altered Esthetics continue to foster diversity?

I am stating that, in submitting this form with any attachments, all the facts given by me are true to the best of my knowledge and belief.

Legal Signature: _____ Date: _____

Major Duties of Board of Directors of Altered Esthetics

(From Bylaws – Part V, 1a – Supporting Documents)

1. Determine the Organization's Mission and Purpose
2. Provide continuity for the organization by setting up a corporation or legal existence, and to represent the organization's point of view through interpretation of its products and services, and advocacy for them
3. Select and appoint a chief executive to whom responsibility for the administration of the organization is delegated, including:
 - review and evaluate his/her performance annually on the basis of a specific job description, including executive relations with the board, leadership in the organization, in program planning and implementation, and in management of the organization and its personnel
 - to offer administrative guidance and determine whether to retain or dismiss the executive
4. Govern the organization by broad policies and objectives, formulated and agreed upon by the chief executive and employees, including to assign priorities and ensure the organization's capacity to carry out programs by continually reviewing its work
5. Ensure Adequate Resources for the organization's operations: ensure that operations are adequately financed by monitoring the Director's ability to fulfill this need.
6. Account to the public for the products and services of the organization and expenditures of its funds, including:
 - to provide for fiscal accountability, approve the budget, and formulate policies related to contracts from public or private resources, enhancing the Organization's Public Image
 - to accept responsibility for all conditions and policies attached to new, innovative, or experimental programs.
7. Serve as a Court of Appeal
8. Assess Its Own Performance

(source: <http://www.managementhelp.org/boards/brdrspon.htm>)

Board Member – Basic Job Description

(From Bylaws Part V, 1a – Supporting Documents)

Qualifications:

Interest in furthering the goals of the organization; experience or knowledge AND available time to help in the following areas:

- * business management
- * finance
- * personnel
- * law
- * program development
- * evaluation
- * public relations/marketing
- * fundraising

Duties:

- * Serve for a 3-year term
- * Attend meetings
- * Monitor activities of Directors in carrying out program goals and policies set by the board
- * Represent the organization positively within the community when appropriate
- * Assist the organization to gain community support by exercising personal and professional contacts whenever possible

Time Commitment:

- * Approximately 2 hours every month for board meetings
- * Annual 2 hour review of Chair
- * Other time depending on individual member's assumption of responsibilities

Training:

- * An initial 2-hour orientation to the work of the organization should be provided with the Board Chair

Board Responsibilities Statement

The Board of Directors is empowered by the state to govern Altered Esthetics as a nonprofit public benefit corporation on behalf of the people of Minnesota.

- * Jointly with other board members and the executive director, complete an annual statement of commitment of board service for the organization
- * Attend all board meetings, which are normally held every other month.
- * Attend this organization's fundraisers, conferences, workshops, and other events.
- * Serve as an ombudsman for the organization.
- * Accept an evaluation of actual service provided relative to commitments made.
- * Promote this organization's contributed and earned income activities, representing the organization positively within the community when appropriate
- * Maintain a high degree of familiarity with the issues, concerns and trends in the arts field.
- * Hire and evaluate the Executive Director
- * Authorize expenditures and income through an annual budget
- * Assure a balance between the organization's goals and activities, and its resources available to fulfill those goals and activities
- * Assure the organization's compliance with all local, state and federal law