Job Description

Job Title: GRA Board Member  
Location: 122 First Street SE, Little Falls MN 56345  
Compensation: Volunteer position without compensation

Great River Arts (GRA) is a nonprofit, member-based organization, governed by a volunteer board. The primary functions of the GRA is to provide multidisciplinary art experiences in greater Minnesota. The board is charged with oversight of the organization and is responsible for staffing, volunteer oversight and financial supervision.

Summary of the Work

Board Governance & Development
Each board member is required to attend meetings scheduled by the president to discuss and vote on key decisions affecting the organization. In 2020, the board transitioned to virtual meetings held quarterly. In addition, two in-person meetings are reserved annually; along with special meetings that may be called when deemed necessary by the board president.

- By-laws state that missing three consecutive board meetings results in removal from the board.

Identifying future board members based on organizational needs and their skillset is a function of the board’s role. Application/Letters of Interest are made available in print and online- then provided to the board for review. In addition, on-boarding new members should be supported by current members in collaboration with the executive director.

Fiduciary Responsibilities
Provides financial oversight by working with the director to set the organization’s annual budget and monitors revenue and expenses routinely. The director is responsible for inputting, tracking and reporting earned revenue for each program and service and remitting expenses to vendors. Reports are provided by the executive director prior to board meetings for review.

Staff Oversight & Volunteer Support
The executive director works closely with the board to identify community partnerships, artists’ interests, and members input to compliment the strategic direction and vision of the organization discussed at the board level. Traditionally, this body of work included arts.

March 2021
education, visual arts/retail, performing arts, private rentals and GRTV – public access channel 180, but may change based on program assessments, staffing, equipment and facility constraints or assets.

The executive director reports directly to the board president and decisions made are in partnership with members based on board majority. Hiring and firing is coordinated by the executive director in partnership with the president and board members.

Programs & Services
During meetings, members are given updates on current tasks and reports outlining programs and services completed within the quarter to support future decisions in partnership with the director.

Periodically, members are invited to engage in working committees to address seasonal or special events, working tasks, etc. The goal of these committees is to address an opportunity or challenge facing the organization and support how to best strategically move forward with the best interests of the organization, its staff, volunteers, members, grantors and donors in mind.

Member Development & Appreciation
As a member-based nonprofit, GRA board members are a representative of the organization. Therefore, it is required in the by-laws that also be a vest (paid) member – renewed annually – showing their commitment to the future of the GRA. In addition, members are tasked with working within the community to share opportunities to not only engage in programs and services, but also encourage individuals and businesses to also invest in the organization’s current and future activities.

Traditionally, each year GRA staff and volunteers coordinate a member drive and business sponsorship request. Periodically, a fundraiser is held to increase revenue to support the facility, staff, equipment, programs and services. Board members are expected to assist in at least one or more of these activities annually.

Members are also responsible for identifying appropriate ways to show appreciation for staff, volunteers and investors commensurate with their service. This ensures continued good will in the community, encourages greater longevity of staff and supports future investments into GRA.

Miscellaneous
Occasionally, members are asked to serve as representatives of GRA presenting or participating in local, regional, state and federal meetings, workshops, programs, events, etc.
Documents provided all board members during their tenure:
- Historical documents: Articles of Incorporation and By-laws.
- Principles & Practices of Nonprofit Excellence, MN Council on Nonprofits
- Board Roles & Responsibilities, Propel
- Resources on Reviewing Financial Reports, Propel
- GRA’s Strategic Plan

An on-boarding meeting is scheduled with each new member with the executive director.