

western arts alliance

THE ROLE OF THE BOARD

The Mission of Western Arts Alliance

To advance excellence in performing arts presenting in the West by connecting and serving members and the field at large.

Charge

Western Arts Alliance recognizes the importance of leadership in anticipating the future needs of the field. The Western Arts Alliance Board of Directors is committed to advancing the performing arts through innovative thinking and ground-breaking initiatives. WAA's capacity to meet member needs now and in the future depends on sound governance and stewardship. The board is charged with realizing this goal by acting as the fiduciary and guardian of the organizational assets, reviewing, and approving the budget, establishing short- and long-term goals, assessing progress toward goals, and setting policy.

Structure

From the WAA Bylaws: The Corporation shall have a minimum of nine (9) and a maximum of thirteen (13) Directors. Four Directors shall be the President, Vice President, Secretary/Treasurer and Immediate Past President elected by vote of the Voting Members, as provided for within the Bylaws or, as only in the case of the Immediate Past President, succeeding to this position. The remaining five to nine Directors shall be elected by vote of the Voting Members, as provided within the Bylaws. A majority of the Directors and Officers, when counted together, shall always represent individuals or be representatives of organizations which are based in the region the corporation serves.

The Duties of the Board

1. To give all meetings and other activities pertaining to WAA high priority on their calendar of commitments.
2. To attend the annual conference and actively recruit and encourage others in the region to attend.
3. To familiarize themselves and to keep current with all of the facts upon which they, as board members, must base their philosophies, opinions and decisions; to seek answers when they seem to be lacking.
4. To establish close contact with and an understanding of other board members and the administrative staff.
5. To establish a working relationship with the membership, i.e., by asking questions, listening to their concerns, speaking on their behalf, and generally serving their needs.
6. To volunteer for those committee assignments and other activities in which they can best function for the good of the organization; to accept whenever possible, invitations to serve in all other ways.
7. To do all they can to enhance the financial position of the WAA by increasing membership and attendance at the annual conference, and by providing input into any fundraising activities/discussions.

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Responsibilities

This list of board responsibilities defines the board's role in key activities, sets expectations of individual board member participation, and outlines basic board operations.

1. The governing body of the Western Alliance of Arts Administrators Foundation, doing business as Western Arts Alliance shall be the board, which establishes policy, directs the activities of the elected officials and committees, and approves all action pertaining to the business of WAA.
2. The board approves the organization's strategic plan, which shall be updated at least every three years.
3. An organizational business plan for each year shall be approved by the board prior to the beginning of the year of implementation.
4. The budget of the organization shall be presented on an annual basis and approved by the board prior to its effective date.
5. The board reviews committees' and officers' reports and makes recommendations concerning committees' activities.
6. The board authorizes the official acts of the elected officials and committees, including position papers and oral or written testimony.
7. The board has the responsibility for retaining an auditor. The finance committee evaluates the performance by the auditor on an annual basis prior to renewal of his or her contract.
8. The board has the responsibility for retaining a chief executive. The board evaluates the performance of the chief executive on an annual basis prior to renewal of his or her contract.
9. The board must approve all new policies and policy revisions before they are incorporated into the policy manual.
10. The board approves the procedure manual of each committee after the finance committee reviews it.
11. The board president in consultation with the executive committee may call special meetings.
12. Attendance of elected officials is required at all board meetings and official WAA functions. Request to be excused shall be sent as soon as possible to the board president.
13. The board will evaluate itself annually. Board members will:
 - a. Complete the Board Commitment and Fund Development Form.
 - b. Participate in the self-assessment.
14. An officer owes his or her loyalty to the organization and may not, without permission of the board, use the position as officer or director to his or her own advantage.
15. An officer or director may not be a designated representative of two organizations that have a conflict of interest.

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16. WAA officers may not serve on the board of another organization whose primary or secondary activity is related to the activities of WAA (e.g. California Presenters, APAP, Arts Northwest, etc.) without prior approval of a majority of the board.

Meetings

The board will meet at least three times during the calendar year.

Staff Role

1. The board will be staffed by the executive director and the administrative assistant.
2. Staff will assist the president in scheduling and convening committee meetings.
3. The executive director will assist the president in preparing meeting agendas.
4. The executive director is to manage the day-to-day activities of Western Arts Alliance.
5. The administrative assistant will take minutes for the Finance Committee and prepare a draft for review and adoption by the board.
6. Staff will prepare and deliver timely monthly reports.