



## Butte Center for Performing Arts - Board Member Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Affiliation (if any) \_\_\_\_\_

Please answer questions below – attach additional page(s) if needed.

1. Please list your past and present memberships and role on boards, committees, and organizations: (business, civic, community, political, professional, recreational, religious, and social)
  
  
  
  
  
  
  
  
  
  
2. What beneficial skills, professional training, education, or knowledge do you have to offer BCPA?
  
  
  
  
  
  
  
  
  
  
3. Please list your fundraising experience.
  
  
  
  
  
  
  
  
  
  
4. Why are you interested in serving on the BCPA as a board member?

Signature \_\_\_\_\_ Date \_\_\_\_\_

## BCPA Board Member Job Description

The Mission of the Butte Center for the Performing Arts (BCPA) is to inspire, educate, and entertain audiences by providing the finest venue, Mother Lode Theatre, for the performing arts and a wide range of excellent and artistically significant programs.

The board of directors is the governing body of a nonprofit. Individuals who sit on the board are responsible for overseeing the organization's activities. Board members meet monthly for 1-2 hours to discuss and vote on the affairs of the organization. At a minimum, an annual meeting must occur with all board members present. Time commitment may be 4 to 8 hours per month for committee or special project work. Board members must be at least 18 year of age.

Primary board member duties are described below. A complete job description and bylaws are available upon request for use in completing the application. If board membership is approved orientation and training is provided to make sure directors are comfortable and knowledgeable in their role; previous board experience is an asset but not required.

### **Term of service** (excerpt from Bylaws):

The board of directors shall be elected one at a time from nominations by a majority vote of the existing members of the board of directors. The term for each director shall be for one (1) year or until his/her successor is elected or appointed. At the conclusion of the initial one-year **term**, members of the Board of **Directors** may serve additional three-year **terms**. Their **terms** shall be **staggered** so that at the time of each annual meeting, the **terms** of approximately one-third (1/3) of all members of the Board of **Directors** shall expire.

### **Responsibilities**

1. Approve the organization's mission and review management's performance in achieving it.
2. Responsible for strategic and long range planning. Annually assess the ever- changing environment and approve the organization's strategy to be responsive.
3. Fiscally responsible for the organization: Annually review and approve the organizations funding plans, financial goals and budget.
4. Establish agency policies.
5. Make attendance at board of director meetings a priority. Notify board chair of any necessary absences. May be removed from the Board of Directors for missing three or more meetings in a year.
6. Serve on at least one committee.
7. Assist with membership recruitment as needed.
8. Assist with fundraising as deemed appropriate.

### **Committees**

1. Executive Committee
2. Fundraising Committee – Others determined as needed.
  - a. Friends of the Mother Lode
3. Finance Committee
4. Other Committees – Others determined as needed.