



These guidelines are designed to address Board of Directors recruitment and screening, as well as present a job description for Canyon Concert Ballet board members.

Recruitment

It is the responsibility of board members and employees to recruit and screen new board members. Possible sources for candidates may be friends, acquaintances, and business connections. Candidates should be recruited that bring skills useful to the board, connections in the community, unyielding integrity, a belief in the mission, and should represent Canyon Concert Ballet in a favorable way in the community at all times.

These members will be selected based on their ability to guide and oversee the organization to ensure it is always able to meet its goals.

Responsibilities of the Board Members

The general duties of the board are outlined in the bylaws but the following expectations summarize the specific responsibilities of a board member:

- Understand and articulate the mission of Canyon Concert Ballet.
- Understand his or her fiduciary duties and the standard of care that is required and seek clarity where required.
- Understand the operations, structure, bylaws, and other issues necessary to act in the board's governance role.
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
- Give a personally meaningful financial donation annually.
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy.
- Acquire a good working knowledge of issues that face the board as well as other arts organizations in the community.
- Attend fundraising events and performances on a regular basis to represent the board and review the activities of Canyon Concert Ballet.
- Actively serve on at least one sub-committee.
- Attend training for board members available in the community if the member has limited board experience.
- Recruit, hire, and oversee the executive director and artistic director as required.

Attendance

Regularly participate in regular and special board meetings which may occur during normal business hours or weekends. A member is allowed to miss no more than 2 meetings in 12 months. In the event that a member misses more than 2 meetings, they must meet face to face with the board president and one other board member, or vice president and another member if the president is the member in question. Excessive absences may result in dismissal from the board.

In addition, a member is expected to attend the premier fundraiser (gala) as well as 2 ballet productions throughout the year.

Qualifications

Board candidates may be selected for skills and experiences that are useful such as:

- Governance
- Strategic Planning
- Financial Planning and Literacy
- Performing Arts Administration
- Fund Raising
- Community Outreach and Networking
- Education
- Construction/Real Estate
- Legal
- Communications/Marketing
- Event Planning
- Business Operations
- Leadership

The board makeup should be designed to represent a diverse set of skills at all times. Others skills may be selected based on the needs of Canyon Concert Ballet at the time of recruitment. Terms for board members as well as the size of the board are defined in the bylaws.

Process

The following steps are suggested for the application process:

1. The candidate should submit the completed board application form to the executive director.
2. All applications are reviewed by the executive director along with the board president.
3. If the candidate is viable, the executive director and a board member meet with the candidate at the facility to assess abilities and commitment and also explain the responsibilities of the member.
4. If the executive director and board member agree, the candidate should be invited to the next meeting of the board. At the beginning of the meeting, the candidate will be offered a chance to explain their motivation for membership and why they believe they will enhance the board. The board members will ask questions of the candidate to ascertain their suitability.
5. The candidate will then be excused from the meeting for the rest of the evening at the discretion of the meeting chair.
6. A vote on the candidate will normally occur as soon as the regular business of the meeting is opened. If more information is needed, the vote may be delayed.
7. The candidate will be informed of the decision at the first opportunity. If the candidate is accepted, they may attend the remainder of that meeting or be invited to the next regular meeting.
8. The new board member will receive an onboarding packet from the executive director, and will be asked to complete a background check before the next board meeting.