

# Board Member Job Description

## Spudnik Press Cooperative



The Spudnik Press Board of Directors will support the work of Spudnik Press Cooperative and provide mission-based leadership and strategic governance. While day-to-day operations are handled by staff under the leadership of the Executive Director, Board Members provide long-range leadership, governance and oversight for the organization while spearheading individual donor fundraising efforts.

A key responsibility for the Board of Directors is developing and overseeing the implementation of long-range strategic planning for Spudnik Press Cooperative, as well as leading ongoing evaluation and planning for the organization. Another area of focus is expanding the network of the organization, ranging from individual donors to businesses to program participants, to both increase the impact of Spudnik Press and to ensure that the organization is accessible, inclusive, and equitable. To this end, directors are expected to invite their network to events, share news and accomplishments related to the organization, and attend various events throughout the city as representatives of the organization. The ideal board members will apply leadership, assessment, collaboration, and project management skills to their role as a director.

Board Members will serve a two-year term to be eligible for reappointment for additional terms. Full board meetings are held every other month. Members are expected to serve on committees as well, meeting approximately once per month.

### Key Responsibilities Include:

- Interpret the organization's work and values, represent the organization, and act as a spokesperson
- Stay informed about current programming
- Attend and participate in Board and committee meetings with prompt attendance. Promote and attend a variety of public programs
- Contributing to and ongoing work towards diversity, equity, inclusion, and anti-racism.
- Extend personal invitations to potential supporters, continually expanding our network of donors and clients
- Represent Spudnik stakeholders through approving annual budget, business decisions and participating in an annual performance review of the Executive Director
- Contribute a minimum of \$500 to Spudnik per Board term (September - August). If this minimum is beyond a Board member's capacity, they may agree to raise the equivalent amount from others, known as "Get," in order to make the full annual contribution.
- If needed, attend Legal & Fiduciary Responsibilities training upon joining the Board
- Average time commitment: 8-12 hours per month

**Benefits Include:**

- Professional development opportunities
- Honorary Spudnik Press Studio Membership inclusive of all benefits, to align with their Board terms.
- Invitation to exclusive member and donor events

**Skills & Qualifications:**

This is an extraordinary opportunity for an individual who is passionate about Spudnik's mission and visual arts. Priority will be given to applicants who are accomplished in areas of need to the organization such as finance, meeting facilitation, project management, governance, public relations, data assessment, fine art printmaking, community education, and exhibitions. Additionally, Spudnik Press Cooperative is committed to having a diverse board of directors in regards to race, ethnicity, class, gender identity, sexual orientation, and physical ability.

*Spudnik Press Cooperative does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*