

## **Board Member Job Description**

### **ABOUT THE Z**

The Zeiterion Performing Arts Center (The Z) is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social, and economic vitality of the South Coast.

### **POSITION OVERVIEW**

The Z is actively recruiting new candidates to join the Board of Directors. This is an exciting Board membership opportunity for an individual who is passionate about The Z's mission and who has a track record of leadership in the arts, business, government, philanthropy, or the nonprofit sector to bring your talent and expertise and help guide the organization through a critical point in its history.

The board members' collective expertise provides valuable insight into the aspects of running The Z as an organization and responsible for making major decisions, setting policies, and ensuring the organization's long-term success. They strive to align the interests of stakeholders and The Z team and are expected to always act in the best interest of The Z.

Service on The Z's Board of Directors is a volunteer role, except for pre-identified expenses related to specific tasks.

### **RESPONSIBILITIES**

- Serve as a trusted advisor to the President as The Z's mission is implemented.
- Provide foresight, oversight, and insight in support of the work of The Z as well as mission-based leadership and strategic governance.
- Support the ongoing governance of the organization including overseeing the prudent use of all assets (i.e., people, facilities, etc.), helping to set policy and guide strategic direction.
- Approve the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Partner with the Chair and other members of the Board to ensure that resolutions are carried out.
- Serve on committees or task forces and/or take on special assignments.
- Represent The Z to stakeholders, acting as both an ambassador and advocate.
- Follow the organization's bylaws, policies, and resolutions.
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- Maintain civility by always debating principles, not personalities, in all Board-related interactions.

- Faithfully review the agenda and supporting materials prior to Board and committee meetings.
- Contribute to an annual performance review of the President.
- Maintain confidentiality about all internal matters of the organization.
- Aid in The Z's commitment to equity and support related initiatives among the Board and staff.
- Make every effort to attend all Board and committee meetings whether in person or via Zoom.
- Assist the President and Board Chair in identifying and recruiting other Directors.

## **QUALIFICATION REQUIREMENTS**

- Leadership experience and/or notable accomplishments in the arts, business, government, philanthropy, or the nonprofit sector.
- A specific skillset that contributes to The Z's mission (e.g., arts, education, philanthropy, media, law, HR, facilities, business development, etc.)
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus.
- An interest in helping The Z on its active and ongoing journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity.
- A willingness to support The Z through annual philanthropic donations at a level that is personally meaningful so that The Z can credibly ask others to give by demonstrating 100% Board participation.
- Ability to attend all regularly scheduled Board and committee meetings, whether in person or via Zoom, and to attend key events hosted by The Z.
- Connections to the New Bedford / South Coast community and a deep interest in the role that The Z can play in the economic development of the region.
- A passion for the arts and a commitment to The Z's mission.

## **EQUAL OPPORTUNITY**

The Z celebrates equity and is committed to creating an inclusive, thriving environment for all, including but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen on our Board, in our employ, in our seats and on our stage.

## **HOW TO APPLY**

Send completed questionnaire to [boardrecruitment@zeiterion.org](mailto:boardrecruitment@zeiterion.org).

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