

ERIE COUNTY ARTS AND CULTURAL ADVISORY BOARD

Job Description BOARD MEMBER

The Erie County Cultural Funding Program has had a significant impact on the development of the arts and cultural community throughout the region. The Erie County Arts and Cultural Advisory Board (EACAB) members contribute their time, expertise and goodwill to the program. Serving on the Board is both an opportunity and a commitment.

Purpose and Role of the EACAB

The 15-member volunteer board is responsible for formulating and evaluating applications submitted to the Erie County Cultural Funding Program on an annual basis. As part of each application, board members evaluate an organization's governance, management and planning, fiscal health, community impact, as well as its alignment of programming and mission. The evaluations are then used to assist the Erie County administration with its cultural funding general operating support grant awards.

Board members volunteer their time and expertise and receive no remuneration.

Board Appointment and Term of Office

EACAB members are appointed by the Erie County Executive; a board member may serve a maximum of two (2) three-year terms, for a total of six continuous years. After this time, a person must wait two years before being eligible for reappointment.

Responsibilities of Board Members

- To review arts and cultural applications in a timely manner
- To provide feedback on application documents submitted for review
- To attend meetings and to participate fully in the work of the Board
- To adhere to confidentiality and conflict of interest policies

Skills and Values

- Desire to support the well-being of arts and cultural organizations
- Expertise in disciplines such as finance/banking, education, arts and culture, law, workforce development, tourism, organizational strategic planning, and grants/foundations as well as a broad knowledge of the arts and cultural sector throughout Erie County
- Optimism and a positive approach to the role of arts and culture in community development
- Experience with governance practices in non-profit boards is an asset
- Good judgment when balancing conflicting priorities and making difficult decisions
- A collegial and collaborative approach to working with fellow board members

Tasks and Time Commitment

- Attend Meetings: A minimum of four (4) meetings are scheduled each year. The program schedule is set well in advance of the coming year.

ERIE COUNTY ARTS AND CULTURAL ADVISORY BOARD

Job Description BOARD MEMBER

- **Review Application Submissions:** Board members review application submissions once per year to ensure accuracy and conformance with New York State laws, Erie County requirements, and the organization's governance, management and planning, fiscal health, community impact, as well as its alignment of programming and mission. Applications are provided well in advance of the review due date; reading and evaluation times vary by individual. Submissions consist of multiple documents, many of which can be dense material, such as organization bylaws and tax filings.
- **Provide Feedback to organizations on their Application Submissions:** Each Board member provides feedback based on the documents submitted. Feedback is both congratulatory and critical, and may be detailed or broad. Recommendations for improvement are encouraged.

For more information or to express your interest in serving on the Erie County Arts and Cultural Advisory Board, please contact Mariely Ortiz at 716-858-1916 or mariely.ortiz@erie.gov.