



## Cunneen-Hackett Arts Center Board of Directors Member Information

As the governing body of the Cunneen-Hackett Arts Center, a nonprofit organization, the board and its members serve with good intentions and constructive purpose on a voluntary basis and don't receive any compensation.

### The minimum requirements for board members of the Cunneen-Hackett Arts Center are:

- Commitment and passion about the mission of the organization:  
*The mission of the Cunneen-Hackett Arts Center is to meet the artistic and cultural needs of the Hudson Valley by showcasing professional and community artists in theatre, music, dance and the visual arts as well as to preserve two historically significant and beautiful Victorian age buildings - #9 Vassar Street and #12 Vassar Street - that provide a variety of performance, exhibition and office spaces.*
- Not afraid to take an active role in even the most menial, basic, or physical of tasks
- Community-oriented and have a great relationship with their community with various connections
- Willing and able to fundraise for the Cunneen-Hackett Arts Center
- From all walks of life, races, religion, occupation, gender, race, age and sexual orientation

### Board members of the Cunneen-Hackett Arts Center are meant to “provide foresight, oversight, and insight” (National Council Nonprofits):

- **Foresight** to have vision and concern for the future by assisting in making plans for the organization;
- **Insight** to provide understanding of the organization and its mission while bringing new and different perceptions to the table;
- **Oversight** to be diligent in making sure no errors are made in operational, legal, and moral areas.

**Board members of the Cunneen-Hackett Arts Center assist the organization with the following:**

- **Duty of Due Care** - Ensure the nonprofit's success and that it will be able to keep its doors open by creating plans for sustainability and by protecting the nonprofit's assets from reputation to staff to where the nonprofit is based.
- **Duty of Loyalty** - Must take all actions and pursue decisions in the best interest of the nonprofit without any of their own bias and without a desire for their own personal gain.
- **Duty of Obedience** - Keep the nonprofit on track by ensuring that is still operating within the right legal and ethical parameters and that its mission is still being upheld.

**Basic Responsibilities of the Cunneen-Hackett Arts Center Board of Directors** (adapted from the Bridgespan Group, "What Are the Basic Responsibilities of Nonprofit Boards?" BoardSource):

1. **Determine the nonprofit's mission and purpose:** Messaging, specifically the Mission Statement (and Vision Statement, if applicable), are meant to be reviewed by the board in order to decide if it is still relevant to the nonprofit's goals and its current state (in terms of revenue and resources) or if a revamp is needed.
2. **Select the chief executive and related staff:** The board must figure out and delegate who is the best person suited for the job of chief executive. When that person is appointed, the board must also make clear what the chief executive's roles, responsibilities, and expectations are.
3. **Support and evaluate said chief executive:** Board members must provide support for the chief executive at the professional and ethical levels in order to keep the nonprofit track.
4. **Ensure effective planning:** All members should take an active part in planning, monitoring, and assisting the nonprofit in achieving its goals.
5. **Monitor and strengthen programs and services:** The board must look at all programs and campaigns in place and ensure that they are effective and make decisions to either eliminate or fine-tune a struggling campaign. They must also ensure that these campaigns, programs, and services are still in keep with the nonprofit's missions and beliefs.
6. **Ensure adequate resources:** Probably one of the biggest responsibilities of the board, they must work to secure sufficient funds and resources for the nonprofit to keep its doors open and continue its mission.
7. **Protect assets and provide proper financial oversight:** Help construct financial plans and make the final decisions on budgets. The board, quite simply, are the guards of the nonprofit's money. They have to protect it and allocate it wisely.
8. **Build a competent board:** Current board members are responsible for deciding what the requirements are to join the board. They are meant to bring in and train new members and assess themselves and their effectiveness.
9. **Ensure integrity in all aspects:** The board is meant to uphold all legal standards and ensure that the nonprofit operates within those parameters while following a moral code.
10. **Enhance public standing:** This is the reason you need board members who are involved in their community. The board must communicate with the public and showcase the nonprofit's accomplishments, goals, and mission.

**Board members of the Cunneen-Hackett Arts Center, as a whole, have their expectations laid out for them, just like the list above indicates.**

A board is a machine made up of many parts, which are the Individual board members themselves; they have their own list below, outlining what your nonprofit can expect of them and their participation on your board. **Individual board members must:**

- Demonstrate understanding of the nonprofit's mission. This also includes being conscious of the issues (operational, legal, and ethical) that are related to the organization's mission.
- Have some working knowledge of the nonprofit sector, including the willingness to keep up with recent trends and current events within the nonprofit world.
- Bring their own work experience, skills, and training to the board.
- Have an understanding of all financial areas of the nonprofit.
- Maintain the nonprofit's legal standing, make sure its operating soundly within legal parameters.
- Maintain confidentiality.

ALL board members of the Cunneen-Hackett Arts Center are asked to be respectful to fellow board members and have a positive attitude while working effectively and confidently toward implementing the mission and goals of the organization. Maintaining positivity will ensure a clear head for making decisions and create an enjoyable and productive environment.