



QUINLAN VISUAL ARTS CENTER

## NOMINATION FORM, BOARD OF TRUSTEES

The Quinlan Visual Arts Center is proud to boast a “working board” of dedicated patrons and volunteers. As a not-for-profit organization, the commitment of the valuable community leaders that serve on the Board of Trustees is essential for the success of the center, its outreach, programming and special events.

Per the Principles of Board Governance of the Quinlan Visual Arts Center, there are specific roles that are designated for the Governing Board (Executive Committee) and certain standing committees that require the service of specific talents in a broad range of professional interests. This information is detailed on the back of this form for your review and to assist you in making your selection.

Thank you for taking the time to make a nomination for the Board of Trustees.

Nominee Name: \_\_\_\_\_

Governing Board (Executive Committee) Position: \_\_\_\_\_

Board of Trustees Recommended Committee/Role: \_\_\_\_\_

Profession or area of expertise: \_\_\_\_\_

How does this person qualify for this position or role and why are you making a recommendation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Phone Contact: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Required structure of the Governing Board (Executive Committee)**  
**Excerpt from the “Principles of Board Governance”, page 4, adopted 1/29/09**

1. The structure of the Quinlan Governing Board may change as the needs of the organization change. The proposed re-structuring of the Governing Board consists of the following positions and profiles:

- (a) A **President** who presides over all Governing Board meetings, ensures that the Governing Board deals with ongoing operational requirements, maintains close contact with the Executive Director, supports ongoing activities of the Executive Director, leads and participates in ongoing Governing Board planning activities, and performs other ceremonial duties. The position of Governing Board President requires facilitation, organizational, and communication skills. The Executive Director is granted only the extra authority needed to keep the Governing Board on track in accomplishing its goals. The President is both the servant, and the leader, of the Governing Board. The President does not supervise the Executive Director as this is the function of the Governing Board as a whole. The authority of the President does not overlap with that of the Executive Director because they have different functions. The function of the President is to ensure that the Governing Board gets its job done while the function of the Executive Director is to ensure that the Quinlan gets its job done.
- (b) A **Treasurer** who serves as the Governing Board Financial Advisor. This position requires experience in accounting, financial analysis, forecasting, and financial planning. Their responsibility is to present, interpret, and advise the Governing Board on financial affairs, allowing the Governing Board to fulfill its fiduciary responsibilities. The Treasurer has no supervisory authority with respect to the Executive Director. All supervisory authority is with the Governing Board as a whole. The Treasurer assists the Governing Board in developing policy and comparing performance to the expectations specified in these policies. The Executive Director is required to comply with the expectations specified in written policy, not with the individual expectations of any particular Governing Board member.
- (c) A **Vision/Mission Specialist**, whose responsibility includes helping to focus the Governing Board’s attention on our mission and vision, focusing attention on key issues and concerns, challenging the Governing Board to live up to its commitments, bringing attention to the concerns of the broad range of Quinlan constituents and stakeholders, annual assessment of the Quinlan’s fulfillment of its mission, and annual evaluation of the Governing Board’s performance.
- (d) An **Organizational Relationship Specialist** with experience on other boards, personnel and human resources backgrounds, and organizational management skills. They advise the board on personnel issues and orient and train new Governing Board members.
- (e) A **Development Specialist** who has a background in fund-raising, development, or grant procurement is required. They assist the Board in evaluating development strategy for the Quinlan and in setting related policies.
- (f) A **Corporate Secretary** with record keeping skills. Their job is to record and publish meeting minutes and to maintain Governing Board roster and email lists, etc.

**Standing Committees of the Board of Trustees:**

- **Marketing**
- **Human Resources/Membership**
- **Programs (Products/Education & Special Events)**
- **Gallery/Exhibitions**
- **Fundraising/Finance**