



## Board of Directors Position Description

The mission of the Chicago Avenue Fire Arts Center is to inspire hands, hearts, and minds through art forms produced by heat, spark, or flame. Our facility is unique in the Upper Midwest, supporting a wide array of fire art forms that includes blacksmithing, enameling, jewelry, lampworking, metal casting, neon, welding, and more. The pillars of our programming are education, artist support, and public art, which together provide a platform for social impact and community-driven resources. CAFAC opened its doors in 2010 and was inspired by resident-led development work focused on the intersection of 38<sup>th</sup> and Chicago Avenue in South Minneapolis.

**CAFAC is a community-based arts organization with unique creative resources designed to be accessible, responsive, and relevant.**

Our foundational values, which we strive to demonstrate through action, are:

- We build a safe, welcoming, and inclusive environment that fosters experimentation, reciprocal learning, and trust.
- We use our tools to spark individual and collective creativity and to disrupt systems of inequity and injustice.
- We respect traditional processes and techniques while encouraging innovative exploration and creative problem solving.
- We take responsibility for the finite resources used in fire art forms by promoting creative reuse, repair, and environmental stewardship.

<b>Title</b>	Board Member
<b>Roles and Responsibilities of the Board</b>	<p>As CAFAC's leadership body, the board is responsible for:</p> <ul style="list-style-type: none"> <li>● determining the organization's strategic directions, goals, and plans in alignment with organizational mission and values</li> <li>● selecting, supporting, and evaluating the staff leadership team (Artistic Director and Executive Director)</li> <li>● providing sound fiduciary oversight and healthy governance practices</li> <li>● ensuring financial stability through fundraising and resource development</li> <li>● adhering to legal standards and ethical norms</li> <li>● serving as an ambassador of and advocate for the organization</li> <li>● creating structures that ensure the board's work is completed</li> </ul>

<p><b>Expectations of Individual Board Members</b></p>	<p>Individual board members are expected to:</p> <ul style="list-style-type: none"> <li>● know the organization’s mission, values, programs, and needs</li> <li>● read and comply with bylaws and applicable policies</li> <li>● read and understand the organization’s financial statements</li> <li>● recruit and help to orient new board members</li> <li>● fully engage in fund development activities, including making a personally meaningful financial donation</li> <li>● actively seek to connect new audiences to CAFAC and to raise awareness of its programs, projects, and services</li> <li>● listen to and seek understanding of community needs and interests</li> <li>● prepare for, attend, and conscientiously participate in board meetings</li> <li>● participate fully in one or more committees</li> </ul>
<p><b>Meeting Schedule and Time Commitment</b></p>	<p>CAFAC’s full board meets bimonthly, on a regularly scheduled date, starting in February of each year. Board meetings are up to 2.5 hours long and members should also expect to spend one hour preparing for meeting attendance.</p> <p>CAFAC has <a href="#">three standing committees</a>, which meet on a monthly or bimonthly basis for up to 1.5 hours:</p> <ul style="list-style-type: none"> <li>● Finance &amp; Operations</li> <li>● Fundraising</li> <li>● Marketing, Outreach &amp; Events</li> </ul> <p>Outside of committee meetings, members should expect to spend a similar amount of time on committee work.</p> <p>Total time commitment for meetings and related work should range from 2 to 8 hours per month, depending on committee assignments. Additionally, board members are asked to attend CAFAC’s engagement and fundraising events (3-4 per year) whenever possible. Other opportunities to be actively involved with CAFAC include monthly volunteer days and representing us at a variety of community events.</p>
<p><b>Board Officers</b></p>	<p>CAFAC’s bylaws designate the following Board Officer roles, which are elected to two-year terms:</p> <ul style="list-style-type: none"> <li>● Chair</li> <li>● Vice-Chair</li> <li>● Secretary</li> <li>● Treasurer</li> </ul>