



**OXNARD PERFORMING  
ARTS CENTER** NON-PROFIT

Board of Directors | Job Description

**MISSION:** To foster and serve our community through inclusive programming, cultural and artistic exchange, and developing people-centered spaces.

**VISION:** To be the heart of community, culture, and art in Ventura County.

As a member of the Board of Directors, you will be called on to implement this mission in a variety of ways.

What Board Members Provide	What Board Members Can Expect
1. I will give my best effort.	1. OPAC will provide me with a thorough orientation and materials.
2. I will learn about OPAC and be able to describe programs and the mission accurately.	2. OPAC will provide me with relevant information, materials and education.
3. I will do my best to attend board meetings, annual meetings and retreats. I understand that 3 consecutive unexcused absences from board meetings shall be deemed a voluntary resignation from office, effective 7 days following the third meeting.	3. The meetings will occur on a set schedule. Advance materials will be distributed at least 72 hours in advance and the meetings will be well-run and productive.
4. I accept fiduciary responsibility for the organization and will oversee its financial health and integrity.	4. OPAC will provide timely and accurate financial reports, distributed at least 72 hours in advance of the meetings. OPAC will provide training to interpret these financial statements.
5. I will provide program oversight to ensure we are staying on mission and are efficient with donated dollars.	5. OPAC will provide monthly reports on the status of programs and opportunities to observe program elements first-hand.
6. I will act ethically and will hold fellow board members and the executive director to professional standards.	6. OPAC will provide the code of ethics and will discuss it annually.
7. I will serve as an ambassador to the community to educate others and to promote the OPAC.	7. OPAC will provide materials, such as talking points, training and coordination so that board members can do this job effectively

8. I commit to increasing my skills as a board member.	8. OPAC will provide me with training and support.
9. I will participate in fundraising activities. I commit to making a personal gift and OPAC will be one of the top three charities I support annually.	9. OPAC will provide me with a range of fundraising activities and relevant training to help me fulfill my obligations.
10. I will evaluate the executive director annually.	10. The board and the executive director will develop goals jointly as the basis of this evaluation.

Board member's signature \_\_\_\_\_ Date \_\_\_\_\_

Board president's signature \_\_\_\_\_ Date \_\_\_\_\_