

ASCENSION PERFORMING ARTS

POSITION: Secretary on the Board of Directors 2018

DIRECT SUPERVISION: Gabriela Miller, President.

DURATION OF POSITION: January – December 2018.

LENGTH OF TERM: Minimum (1) year, Maximum (3) years.

DESCRIPTION: The Board will support the work of APA and provide mission-based leadership and strategic governance. The primary role of the Secretary is to manage communications of the board (scheduling meetings, printing and distributing materials required for meetings such as reports, and recording detailed meeting minutes). When Secretary cannot be present, he/she should appoint a board member to fulfil his/her duties. These positions are unpaid, as the Board has the legal duty to uphold the mission of APA and functions as the advisory/review committee of APA programming and Executive Director, eliminating a conflict of interest. All board members will go through training and education during January + February of 2018, and roles will begin March 2018. Primary goal of Board is to support the annual APA Fall Benefit financially, strategically, and will complete a minimum of (1) Fall Benefit task. *All Board Members will be recognized for their work during the Fall Benefit.*

WHY BECOME A BOARD MEMBER OF APA?

1. Be a part of something larger than yourself, as a vital and integral component of leadership for a mission-oriented organization.
2. Support local artists within an organization that is transforming lives.
3. Enrich your professional resume and obtain valuable references and networking opportunities.
4. Learn how to work on a team, where everyone is equally valued, and each person brings their own wisdom, interests, personalities, and life experiences.
5. Better understand how to manage missional programming, serve the greater community, and enhance business efforts.
6. Learn the art of marketing and how to steward donors.
7. Be an exciting part of a “new” board of directors!

INTERESTED CANDIDATE CHARACTERISTICS + QUALIFICATIONS:

- No previous experience on a board of directors necessary.
- Strong interest in seeing the mission and programming of APA fulfilled and a passion for being involved in meaningful leadership.
- Christian background is NOT required to be a Board Member (reflective of our organizational programming) – however, “bringing faith to the center of art” is the heart of APA. Education will be provided throughout the year.
- An interest or knowledge of any art form.

EXPECTATIONS, TASKS + ROLES:

- Required to attend (2-3) training + planning sessions between January-February.
 - Meetings will be planned after obtaining everyone’s schedules.
- Required to attend (1) Board of Directors meeting per month beginning in March.
 - Allowed to phone/video in when unable to be present in person for maximum 25% of meetings (maximum of 2-3 meetings in 2018).
 - Send out meeting reminders, take minutes, distribute minutes in a timely fashion, print necessary materials for meetings – will coordinate with another board member if Secretary is not able to be physically present.

- All Board Members are expected to either give/or raise funds on behalf of APA. Minimum expected to raise is \$500 for the entire duration of 2018 commitment (this translates to \$45/month).
 - Funds go directly towards APA programming + marketing materials.
 - Fundraising opportunities are established by Board Members during training sessions.
 - If Board Members are also participating as a Music Ensemble or Dance Company Member, you do not have to pay the \$10/month membership fee.
- Promotes and represents APA professionally and adheres to strict confidentiality policies.
- Refers potential board members during meetings.
- Adheres to the mission, vision and values of APA (see next page).
- The Secretary will choose 1 of the 3 committees to be a part of (Fundraising, Partnerships, or Community Outreach).
 - Committees require on average, a minimum of 1 hour per week.

APPLICATION DETAILS:

If you have any questions, please message or email Gabriela Miller at gabriela@ascensionperformingarts.org

To apply for this position: <https://www.surveymonkey.com/r/YF28W5S>

DUE WEDNESDAY 12/23/17 @11:59PM.



ABOUT ASCENSION PERFORMING ARTS

OUR MISSION | To bring faith to the center of art.

The core purpose of our organization.

OUR VISION | A world full of artists who create with thoughtful intention.

This is the results if our primary goals were accomplished. It should both challenge and inspire.

- Definition of “thoughtful” = showing careful consideration for the needs of other people.
- Definition of “intention” = determination to act in a certain way. Purpose. Design.

OUR 7 VALUES | Christ-Centered Foundation

Creates the moral compass of the organization, its leaders and members. This develops standards which actions can be set against. Guides attitudes, actions and decision-making.

- **#1 Faith**
 - We trust and believe that God is our driving force.
- **#2 Fellowship**
 - We strive to develop authentic relationships with God and each other.
- **#3 Safe Environment**
 - Everyone who walks into APA should feel safe and supported to express themselves without discrimination or judgement.
- **#4 Diversity**
 - To witness the beauty of creation, we embrace and advocate for all walks of life.

- **#5 Creative Self-Expression**
 - We believe everyone is inherently creative.
- **#6 Artistic Development**
 - Artists need new challenges and goals to unlock their fullest potential.
- **#7 Collaboration**
 - By collaborating with other art forms, we take ourselves out of our comfort zones to produce works of art greater than ourselves.

THE 3 PILLARS OF OUR PROGRAMMING



FAITH | The compass behind who we are and what we do. We are a nondenominational Christian organization, placing our faith into action through innovative internal programming and by giving back to the community. We are welcoming of all cultural and ethnic backgrounds, walks of life and even different religious backgrounds. We believe in inclusion, not exclusion – but do not tolerate any hateful or discriminative language/actions/affiliations.

▪ **HOW WE DO THIS:**

1. Weekly spiritual development for members.
2. Monthly opportunities for the community.
3. Annual Fall Benefit platform where we challenge local artists to ADVOCATE, EDUCATE + GIVE BACK to the greater community.

COLLABORATIVE ART | As one of our key values – we believe that by collaborating with other art forms, we take ourselves out of our comfort zones to produce works of art greater than ourselves.

▪ **HOW WE DO THIS:**

1. Dance Company: yearly membership where we challenge our dancers to grow as individuals and as a company, through artistic and spiritual development.
2. Music Ensemble: yearly membership where we challenge our musicians to grow as individuals and as a company, through artistic and spiritual development.
3. Arts Collective: our Arts Directors challenge both our Dance Company and Music Ensemble to take their creativity to the next level. We also provide external community workshops throughout the year at a low-cost fee.

COMMUNITY | As the greatest commandment of our Christian faith, we are to not only love God – but to love our neighbors like ourselves (Mark 12:30-31).

▪ **HOW WE DO THIS:**

1. Bi-Monthly Service Outings: every other month, an APA member will coordinate a service outing he/she is passionate about where our internal members and the community can get involved.
2. Bi-Monthly Community Workshops: every other month, our Community Service team coordinates a workshop focused on spiritual nourishment and fellowship through art. All levels of artistic ability are welcomed and is free to participants.
3. Annual Fall Benefit: challenging local artists to ADVOCATE on behalf of a social cause he/she is passionate about, EDUCATE the community on this cause, and GIVE BACK to an organization whose mission is to fulfill this cause.