

Driftless Art Collective

**Organizational Structure: Board of Directors / Officers / Committees / Planning  
2014**

This is for information only, please review the by-laws, available online at [dartco.org/whoweare](http://dartco.org/whoweare)

**Board of Directors:** general duties.

All officers must maintain good, open communication between Board of directors and be responsible and effective in reporting and information for their roles and areas.

**Board of directors:**

- All members of the Board of directors must keep accurate name, address, phone, and email (as available) on file with the officers of the board of directors.
- All members of the Board of Directors will sign an agreement stating they understand the expectations as a Board Member.
- All members of the Board of directors will be granted access to the by-laws of the organization.
- All members of the Board of Directors must maintain consistent, open communication between Board of Directors and be responsible in their duties to the nonprofit, tax-exempt status of Driftless Art Collective, as a 501(c)(3).

**Optional duties:**

- Members of the Board of Directors may be asked to become signers on Driftless Art Collective accounts.
- Member of the Board of Directors may be asked to represent Driftless Art Collective at an event or activity.
- Attend events and activities of Driftless Art Collective or related organizations and groups.

**Nomination**

[See bylaws.](#)

**Resignation or Removal**

[See bylaws.](#)

If at any point a member of the Board of Directors wishes to resign from the Board, they should submit their resignation in writing (by email or post) to the [info@dartco.org](mailto:info@dartco.org) or PO Box 157, Decorah, IA, 52101.

The Board of Directors will follow the by-laws for resignations.

Driftless Art Collective

**Organizational Structure: Board of Directors / Officers / Committees / Planning  
2014**

**Officers:** general description of roles and leadership areas.

**President:**

Writes agendas and facilitates meetings. Questions from the public and press quote requests are directed his or her way. Helps direct and maintain focus of board and organization.

*Area/Committee:* Leads **Service** including public persona and information output, serves as a contact point.

**Vice-President:**

Is able to do all of the above in the case that the president is unable. Manages email and alerts appropriate individuals.

*Area/Committee:* Leads **Leadership & Sustainability**, board health & development, including research on best practices for nonprofit Boards.

**Secretary:**

Takes minutes at meetings, then transcribes, communicates these to the board by email and uploads copy to Google drive archive. Maintains membership directory. Updates website.

*Area/Committee:* Leads **Membership & Community**, including record keeping of members, newsletters, and member retention.

\*\*\* Clarity and understanding of reporting, records, retention, active institutional memory.

**Treasurer:**

Handles all Driftless Art Collective financial transactions and questions. Checks PO Box.

*Area/Committee:* Leads **Fiscal Sponsorship**, including researching questions on reporting taxes and information required for maintaining status as 501(c)(3) in all appropriate locations.

**Historian:**

Keeper of Driftless Art Collective history, including hard copy documents binder, hard copy of the year (including agenda, minutes, posters, press, newsletters, etc). All archival stock including banner, buttons, or other stock. Maintains the year's "info sheet".

*Area/Committee:* Leads **Advocacy & Education**, including researching ideas and methods.

**Organizational Structure: Board of Directors / Officers / Committees / Planning  
2014**

**Autumn 2014**

**Planning Forecast:**

**3 months:**

- Full acceptance and implementation of a new fiscal sponsorship agreement and plans for sustainable continuation of this important service.
- Complete board and organizational health review and published brief confirming the strong foundation of this essential community organization.
- Engage in a voluntary “peer review” by another local nonprofit to support our goals and planning.

**6 months:**

- Community Exhibitions Coordinator: volunteer 4-9 hours/month supporting and growing our Community Exhibitions program in Decorah and the surrounding region.
- Interns (various areas): supporting our web presence, connecting with the younger community.
- Implement 2-4 year plan with full board support.

**1 year:**

Implement 2-5 year plan with full board support.

Director: We are developing a plan for a part time director (outside hire) to support the organization by:

- growing Fiscal Sponsorship beyond the Decorah Community,
- build membership through development of conversations on “Creative Community” through ongoing TalkCreative series, and to
- advocate for recognition of creative community members for their unique professional position and role in the economic and cultural life of our region.

**2-4 years:**

- We hope to have representatives from the Creative Community to be recognized and called upon by city, county, regional planning commissions for creative processing and advice on the needs of this unique part of the economic and cultural life of our region.
- Educating the city, county, region to the idea of the arts (creative arts) moving beyond the wall or pedestal. The creative arts include visual, performing, culinary, applied, literary, architecture, and design.

**5 years:**

- Serve as the “Council for the Creative Arts” supporting the comprehensive and sustainable city plans of the community, the needs of our creative community through our mission, and further educating on the needs and benefits of an integrated Creative Community.
- Be engaging in discussions on the long term future of the arts and culture in our area: festivals, art centers, community centers, space for creation, services, education, understanding, support (including, but not limited to financial).
- Be looked upon by other, esp rural communities, in the state and surrounding, as an area which truly understanding and supports the needs of a Creative Community through the actions of our organization.