

# Job Title: Board Member | MVMC

**Purpose:** The Moab Valley Multicultural Center (MVMC) is a 501©3 nonprofit organization which is governed by a Board. Board Positions include: Secretary, Treasurer, President, and Member. The Board helps to guide and shape the trajectory of the MVMC with the help of the standing Executive Director of the organization. Board Members help fundraise, are cultural ambassadors, volunteer, and financially support the MVMC.

**Location:** Moab Valley Multicultural Center (MVMC); 156 N 100 W, Moab UT

## Key Responsibilities:

- Have a clear understanding of the Center's mission, vision and values.
- Communicate in a respectful, timely and open manner with staff and other Board Members.
- Focus on governance of the organization through goals, strategies, business models, policies, ethics, and supervision and evaluation of Executive Staff.
- Promote the Center's mission and activities through personal and professional networking.
- Volunteer at a minimum of 1 MVMC Event per year. Attendance or participation is encouraged at all events, but not required.
- Ensure adequate resources through personal financial contribution, willingness to fundraise, and proper financial oversight. All Board Members must give annually, but there is no minimum amount.
- Add value to the Center through expertise in various fields (e.g. business background, legal knowledge, social work, volunteerism, etc).
- Attend 6 Board Meetings per year, normally the first Monday of every other month at 5:15 pm. Additional meetings may be required for special concerns or planning.
- Respond promptly to concerns expressed by other Board Members or Staff.
- Assist with recruitment and orientation of additional Board Members.

**The Length of Appointment:** Board Members serve a minimum of 1 calendar year with the potential for reappointment yearly. There is no maximum length of service.

**Time Commitment:** Board Members are required to attend bi-monthly Board Meetings on the first Monday of each meeting month. Board Members are expected to volunteer for at least one cultural or fundraising event during each calendar year.

**Qualifications:** Positive attitude, constructive criticism skills, fundraising experience.

**Support:** Reports to the Board President and the Executive Director of the MVMC.

**Age Requirement:** 18 and over.