



Board of Directors Expectations & Commitment Form

The PCMS Board of Directors is legally and ethically responsible for all activities of the agency.

Board Member's Name: _____

I understand that my responsibilities as a Board Member are to:

- Advocate for the organization, educate the community, and promote our mission.
- Determine how the organization carries out its mission through long and short range planning.
- Adopt an annual budget and provide fiscal oversight.
- Hire and evaluate the performance of the executive director.
- Evaluate the organization's overall performance in achieving its mission.
- Establish policies, when needed, for the effective management of the organization.
- Approve annual Work Plans.
- Attend at least 75% of scheduled Board meetings and annual events.
- Participate as a **working member** on a committee as outlined by the PCMS Bylaws. (See committees below.)
- Provide professional counsel, guidance, and volunteer support as needed.

Annual Minimum Fundraising and Recruitment Responsibilities:

- Make an annual contribution, either through my business, place of work, or personally.
- Obtain 1 new member.
- Obtain 1 additional event sponsor, choices: Membership Banquet, Battle of the Burger, Crazy Days Street Party, Goblins on Grand.
- Recruit 1 new Board member to help share these responsibilities at the end of my tenure.

Optional Committees (choose one):

- Organization Committee – fundraising, membership, outreach & communication
- Design Committee – façade grants, aesthetic projects, landscaping, architecture, codes & guidelines
- Promotion Committee – event planning, both community and promotional, promotional materials
- Economic Vitality Committee – business recruitment & retention, program database
- Grand Arts District – art on display plan, annual art projects

I accept the above commitment as an understanding of my role and responsibilities as a member of the PCMS Board of Directors.

Signature of Board Member

Date