

Position Descriptions, Policies and Procedures

Effective April 1, 2021 as approved by the current Board of Directors

1. **The President.** Shall be the chief executive officer of the corporation; he/she shall preside at all meetings of the members and of the board; he/she shall have the general management of the affairs of the corporation and shall see that all orders and resolutions of the board are carried into effect. He/she shall prepare the agenda for the Executive Committee and General Membership meetings and coordinate functions among various chairpersons. The President may also appoint special, limited term committee chairpersons as needed. In the event of a tie vote, it is the vote of the presiding officer that determines the final outcome.

The President will receive updates from each chairperson at each Board of Directors meetings and, in general, ensure that all position chairpersons fulfill their responsibilities and maintain communications. The President shall approve all public and membership communications prior to publication including: newsletter, all publicity submissions, all social media information posted on either public or membership pages.

The President's term typically is not to exceed two years in order to encourage a fresh, ever growing and improving organization. To serve as President, they must be nominated by the Board at the recommendation of the nominating committee, must have been a member of DFA for a minimum of two years, and served either as a board member or on the Grants committee for at least one year. The Vice-President typically moves into the President's position-which provides a good training and communication sharing process prior to taking on this important role.

The President shall appoint a nominating committee consisting of two or more members at least one of whom is not currently serving on the board. The nominating committee shall present a slate to the board of directors in October and following approval from the board, shall present the slate to the general membership at the November meeting for approval.

2. **Vice-President.** During the absence or disability of the president, the Vice President shall have all the powers and functions of the President. The Vice-President typically agrees to be nominated for President upon the departure of the current president to the majority vote of the General Membership at the November membership meeting.
3. **Treasurer.** Shall have the care and custody of all the funds and securities of the corporation, and shall deposit said funds in the name of the corporation in such bank or trust company as the directors may elect; he/she, when duly authorized by the board of directors, sign and execute all contracts in the name of the corporation. He/she shall also sign all checks, draft notes, and orders

for the payment of money which shall be duly authorized by the board of directors. He/she shall at all reasonable times exhibit the books and accounts to any director or member of the corporation upon application to the president during normal business hours. At the end of each corporate year, he/she shall have an independent financial review of the accounts of the corporation made by a committee appointed by the president, and shall present such audit in writing at the annual meeting of the board at which time he/she shall also present an annual report setting forth in full the financial conditions of the corporation. He/she shall keep detailed, monthly financial records as required by state statutes and IRS rules and regulations. All financial records shall be maintained for no less than 3 years and no more than seven years. Treasurer will provide a detailed Treasurer's report distributed via email to the Board prior to Board meetings and provide a condensed Treasurer's report for General Membership meetings which then must be approved by majority vote at each General Membership meeting.

The Treasurer will justify and pay bills; disburse Grant recipient payments; handle communications and correspondences related to financial matters. The Treasurer will prepare and send IRS Tax donation letters as requested. The Treasurer shall be responsible for filing all federal and state required filings for the corporation as well as maintaining records of those filings. The required filings include the IRS Form 990-N due by May 15 of each year. The State of Colorado Registration Statement and the State of Colorado Annual Financial Statement due May 15 of each year, and the Colorado Periodic report due by January 31st of each year. Membership dues are to be used as the Administrative budget. At the November meeting, the Board may recommend to allocate a portion of the Administrative funds to the Grants Fund. However, before transferring any funds from the Administrative account, consideration should be given to future expenses. Administrative expenses are defined as monthly expenses, such as storage space rental, website maintenance, office supplies, and insurance.

4. **Secretary.** The Secretary shall keep the minutes of the Board of Directors and the minutes of General Membership meetings. He/she shall have custody of the seal of corporation and shall affix and attest the same documents when duly authorized by the Board of Directors. He/she shall attend to the giving and serving of all notices of the corporation and shall have charge of such books and papers as the Board of Directors may direct; he/she shall attend such correspondences as may be assigned by the President or the Board of Directors. He/she shall track attendance at Board and General Membership meetings. He/she shall retain all original records for no less than three years and no more than seven years, typically three years. The purpose for this is to have a reference available at meetings of the Board of Directors or General Membership should a question of recent history arise.

The notebooks will be stored in the storage unit for safekeeping following a Secretary's elected term of office, or passed on to the newly elected officer. The recording Secretary will provide General Membership meeting minutes for inclusion in the bi-monthly newsletter that will then be approved by majority vote at each General Membership meeting. The minutes will be emailed to

the President for clarification prior to approval by the Board of Directors and distribution. The minutes of the Board of Directors meeting will be emailed to each member of the board. In the absence of the Secretary he/she shall appoint a Board member to take minutes during any official DFA meeting. Those minutes will be emailed to the President for approval, recording and distribution.

5. **Membership Chairperson.** He/she shall manage the annual membership renewal drive and membership recruitment, process new and renewing member applications, and maintain accurate member records. He/she shall keep a membership roll containing the names, alphabetically arranged, of all the persons who are members of the corporation, showing their places of residence and the date they became members. He/she shall be responsible for maintaining and distributing current membership lists and providing new membership packets as needed which will include New Membership Application Form, DFA history (should be standard general history information) DFA brochure, DFA by-laws, letter from current President, list of current Officers and Board of Directors, list of current year meeting and dates of scheduled fundraisers, list of current year Grant recipients. Membership Chairperson will have nametags at General Membership meeting and provide updated rosters to the Board as new members or as changes occur.

Membership dues are due and payable in January of each year, but no later than March 31st to be considered an active member. Membership for a calendar year is from January 1st through December 31st. To remain a member in good standing dues are due by March 1st of the current year. **After April 1st**, those not paid will be removed from the membership roster. A new membership roster will be finalized in April showing member contact information including mailing address, email address, phone number and year joined. The roster will be updated regularly and available by email request. Members are responsible for submitting their checks, payable to DFA to the Membership Chairperson. Members over the age of 80 are exempt from paying dues, as well as the current past President.

Effective January 1, 2020 general membership annual dues shall be \$45.00, family membership \$60.00, corporate membership \$75.00 (including up to 3 memberships) members over 80 shall be excused from paying dues. (Approved by Board of Directors meeting 12-12-2019.)

Past President dues policy: "All members except the immediate past President, shall be required to pay annual dues." (By consensus BOD meeting 10-8-2017.) With the exception of those members over 80.

Membership Record Date: Effective March 31, 2017, the board of directors shall fix the Record Date as March 31 of each calendar year. (Approved unanimously at BOD meeting 2-9-2017)

Membership Terms: Members listed on the roster in the previous calendar year shall be considered as renewals and required to pay dues no later than March 31st of the new calendar year. (Approved unanimously at BOD meeting 2-9-2017.)

New Members: New members shall be welcomed throughout the year (prior to December 31st) and shall be considered current until March 31st of the new calendar year. (Approved unanimously at Board of Directors meeting 2-9-2017.)

New member luncheon will be held annually (typically in December) at a designated location at the discretion of the President and will include new members who have joined since the previous new member luncheon. Membership Chairperson will coordinate the new member invitation list with the President. Invitations and RSVP's will be handled by the President or appointed to a Board member. Hospitality Chairperson will coordinate food for the new member luncheon with the members of the Board of Directors unless otherwise requested by the President.

6. **Programs Chairperson.** Will solicit program ideas from the membership for general member meetings, make arrangements for location and coordinate with Hospitality Chairperson for needed supplies and equipment. Programs Chairperson will also give information to the Publicity Chairperson and Newsletter Chairperson.

7. **Hospitality Chairperson.** Shall arrange for light refreshments for the General Membership meetings. Chairperson is responsible for maintaining inventory of all beverage supplies, paper products, and serving items. Chairperson is responsible for obtaining meeting information from Programs Chairperson and making necessary arrangements for set-up and take down, any table/chair rental, delivery and return, or any other equipment necessary for the event/meeting. Chairperson will coordinate food with the members of the Board of Directors for the new member luncheon and the Grant Recipient presentation, held annually.

8. **Outreach Chairperson.** Will e-send cards or mail cards to each member on their birthday and will send get well and condolence notes to members and immediate family when notified. DFA does not typically send flowers or make memorial contributions.

9. **Grants Chairperson.** Will select the Grant Committee members from volunteers and announce the committee members at the September meeting; will have grant applications and instructions available for pick up by applicants in mid-September; will receive all grant applications no later than mid-October. Grants Chairperson will organize all applications into groups and meet with the committee to distribute and direct assignments, review past recipient's evaluations, confirm that applications are accurate and eligible and provide a copy of all applications to the President. The Chairperson will conduct the grant award meeting prior to January general membership meeting. The Chairperson will present the resulting recommendations to the general membership meeting later in January for membership approval. The Chairperson will notify all applicants by letter as to the award or rejection of their respective grant application. In cooperation with the Treasurer, the Chairperson will keep track of all monies awarded in August of the same

year; the Chairperson will contact and organize all recipients regarding their presentations at the September General meeting.

By majority vote of the Board of Directors, at the regular October meeting, the Board shall recommend the amount of funds to be made available for distribution in the following year. Following notice to the General Membership prior to the November general meeting, General membership approval shall require majority vote of those present. Proxy voting is not allowed. The Grants Chairperson will be advised following the vote at the November General Membership meeting of the amount of funds available for the following year's grants. The Grants Chairperson will distribute and collect evaluation forms from each grant recipient and attach them to the original grant paperwork.

10. Merchandise Chairperson. Is allowed to order up to \$1,000.00 worth of merchandise annually. He/she will be responsible for maintaining inventory records, arranging for sale of items at events and meetings, and any other duties associated with DFA merchandise. Individual purchases which exceed \$400.00 shall need Board approval.

11. Publicity Chairperson. Shall arrange for publicity for special events including press releases sent to a current list of local publishers, and to forward the dates of events put on organization websites to the website manager as soon as the dates are known or as requested, by event Chairperson; Chairperson shall also seek other avenues of publicity for promotion of the organization and events. Publicity Chairperson is to work closely with both website manager and Social Media Chair for accuracy of event promotions. Publicity must forward by email all publications for approval by the President prior to any publication.

12. Past President. Shall remain a non-voting member of the Board of Directors for one year following his/her term.

13. Fundraising Chair or Co-Chair. Will present fundraising events to the board of directors for discussion and approval. Will maintain an updated calendar of all fundraising events; will confirm that a chairperson is identified for each event; will provide Fund Raising Check List and Fundraising Event Budget forms for each event chairperson and monitor that the forms are returned in a timely manner; will confirm completed forms are provided to the President and Treasurer; will track progress with chairperson to confirm adequate resources are available; will report progress to the board of directors; will maintain a file for each fundraising activity with all forms included and maintain a master Fund Raising Manual including Check List and Event Budget forms and a summary of each event; will review Check List and Event Budget forms and Fundraising policies and procedures annually and update as needed. The President may appoint a Fund Raising Committee to brainstorm ideas for events that shall report to the President and the board of directors. A major community fundraiser and several smaller social fundraisers are strongly recommended.

14. Newsletter Chairperson. Will prepare the newsletter for distribution 2 weeks prior to each General Meeting. The President will approve document and distribute it to the General Membership via email using the latest roster supplied by the Membership Chairperson. The Chairperson will set article and advertising deadlines. Due to limited space, the newsletter will not feature Grant recipient event promotions. If an email is returned to the Newsletter Chairperson, she will notify the Membership Chair so updated information can be obtained and the Membership roster updated. In an effort to keep good communications with membership, on months when no membership meeting is being held, a simple one page Blast Fact Sheet will be developed and emailed out. Every effort will be made to attach fundraising event flyers to either the newsletter or Blast Fact Sheet in order to limit emails each month, however if an event coordinator wishes to have a flyer emailed separately, the President has the authority to do so.

Optional Positions

Historian. Will maintain a notebook annually including minutes from meetings of the Board of Directors, general membership, membership roster, newsletters, annual reports from chairs, especially fund raising, grants, membership, merchandise, publicity, programs, and hospitality plus any additional materials that would provide records, reference, and resources for future DFA leadership and members.

Annual Major Event Chairperson: Durango Friends of the Arts major fundraiser of the year is “normally” held in the fall. The event chair has complete discretion (based on Board approval) whether the event is a luncheon or evening affair with or without a silent auction, with or without sponsors and will work closely with the Board and officers to ensure a successful event. The event chair will solicit membership involvement with an event planning committee and the entire membership and additional supporters will be invited through use of the membership roster and membership recommendations.

Additional Polices & Procedures: Storage Unit: Paid through the Administrative Fund. DFA shall rent a storage unit or units for the purpose of storing DFA records, supplies, materials and DFA merchandise. No DFA property shall be loaned to another individual or group without Board approval and property not belonging to DFA shall not be stored in the unit(s). An inventory shall be maintained by the Hospitality Chair, all property, including merchandise and a log shall provide designated members a method for removing and returning items as needed for DFA functions. Any DFA inventory such as service ware/ coffee urns. Hawaiian plates/décor can be made available to DFA members for a suggested donation/rental fee.

Board of Directors Procedure: The eleven (11) voting members of the board of directors for the following year shall be determined by the current board at the October meeting and approved by the membership at the November meeting at the time of election of the slate of chairpersons.