



## **Appointed Board Member – Roles, Responsibilities & Expectations**

COCA's mission is to serve and support the community by promoting and advocating for arts and culture in Florida's capital region.

### **Responsibilities of the Board as a Whole**

As the highest leadership body of the organization, the COCA Board of Directors is responsible for:

- upholding [Section 265.32 of the Florida Statutes](#) and advocating for the organization and the larger cultural community
- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning in partnership with the executive director
- ensuring strong fiduciary oversight and financial management
- funding and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

### **Expectations of Individual Appointed Board Members**

Includes, but is not limited to:

- understanding organization's mission, policies, programs, and needs
- preparing for, attend, and conscientiously participate in Board meetings
- reviewing and understand organizational financial statements
- follow the [organization's bylaws](#), policies, and Board resolutions
- signing a conflict-of-interest disclosure annually; update it during the year, if necessary and disclose potential conflicts before meetings and actual conflicts during meetings
- adhere to Sunshine regulations and institutional policies on transparency
- follow health and safety policies in accordance with our COVID-19 operations plan
- serve on a COCA Board sub-committee
- serve as advocates and ambassadors for the organization (see "Ambassador tips")
- identifying & securing financial resources needed for the organization to advance its mission
- identifying personal connections & partnerships to benefit the organization's programming, reputation, and public policy initiatives
- leveraging connections, networks, and resources to develop collective action so organization's mission can be fully achieved
- purchasing a COCA member & renew annually (\$40 Individual/\$60 Household)
- recruit one business membership & renew annually (\$250-\$500)
- Wear your COCA name tag to all cultural events you attend
  
- wear you nametag at events
- purchase a "State of the Arts" licenseplate  
Visit <https://coca.tallahasseearts.org/about-coca/florida-license-plates> for more detail



### **Schedule and Terms**

The COCA Board typically meets five times a year and occasionally more often if there is urgent business to attend to. COCA bylaws stipulate that a voting Board member may not miss more than a third of the meetings in a given fiscal year. COCA's fiscal year runs from Oct. 1-Sept. 30.

COCA Board members are appointed to one four-year term. At the end of the term, Board members in good standing will have the opportunity to be reappointed for a second four-year term.

### **Appointment process**

Approximate timeline (subject to revision):

- Application deadline: September
- Applicants reviewed by COCA Executive Committee: early October
- Selection of three applicants by COCA Board of Directors: late October
- Three applicants forwarded to the appointing body: mid-November

COCA does not make the final decision regarding the appointment of new Board members. Appointments are made by the Board of County Commissioners or the Mayor of Tallahassee, depending on which government entity the open Board seat is representing.

**Ambassador Tips-** Easy & fun ways to spread COCA love

### **Share COCA emails! Encourage your co-workers and friends to sign-up and share**

- Weekly: Events listings @ "Tallahassee Arts Guide" & "Classifieds" arts-industry listings.
- Monthly "Arts in Education" e-newsletter.

### **Get social! Be a social media influencer & use community hashtags on social media**

@TallahasseeArts    #TheArtsLiveHere    #TallahasseeArts    #iheARTtally

### **Attend a performance, cultural event, or take a class at least once a month**

Check out [www.TallahasseeArts.org](http://www.TallahasseeArts.org) and attend one of our community events.

Take a photo, post it on social media or send it to COCA & we'll post it for you.

### **"Go Behind the Scenes" photo album**

Showcase photos in the preparation stages: rehearsals, exhibition set-up, set building, artworks in process, etc. Submit here: <https://www.tallahasseearts.org/behind-the-scenes-submission-form/>.

### **Set an Appointment & Volunteer**

Table at a COCA event- your friends will be jealous. Meet with Marketing Director Samantha Sumler to create a one-on-one action plan to engage with the arts. [samantha@tallahasseearts.org](mailto:samantha@tallahasseearts.org)

### **Carry a Swag Bag**

Hand out FREE COCA swag to your home/office/neighborhood/dog park/school, etc.