



Archie Bray Foundation • Open Call for Board of Directors Nominations

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Introduction:

Thank you for choosing The Bray as an organization where you intend to share your time, talents, and resources.

This open call is one of several ways The Bray identifies future Board Members and discovers individuals willing to serve The Bray as Directors. All suggestions are vetted by the Governance Committee and the Executive Director.

At The Bray, Board members bring their unique positionalities and experiences to the organization. They are a friendly bunch with respect for one another and enjoy spirited discussion of the issues at hand. Board members share a deep love for The Bray as well as a desire to help make it an inclusive, productive and inspiring place to work, visit and create.

The Archie Bray Foundation for the Ceramic Arts (The Bray) seeks individuals for consideration to serve on the Board of Directors. The Bray is a nonprofit educational organization actively committed to promoting, celebrating, and sustaining the ceramic arts through a residency program, education, gallery, ceramic materials and technology, and community engagement on a local, national, and international scale. The Board of Directors (BOD) is the governing body of up to 21 individuals from local, regional and national backgrounds, who bring a variety of strengths in communal service to the

foundation. Board members include artists, collectors, administrators, financial managers, accountants, academics, lawyers, development officers, engineers, contractors, realtors, and more - all with a strong passion for the field of ceramics and The Bray. The Bray and its Board are committed to developing and following anti-racist and anti-sexist practices to actively dismantle oppressive institutional structures. This open call for board nominations is an intentional move to expand the existing board's inclusivity, community engagement, and expertise and is intended to cultivate and proactively recruit candidates with diverse backgrounds and experiences by engaging networks beyond our historical reach.

Qualified applicants will be considered for service by the Governance Committee and Executive Director when vacancies arise. The Governance Committee will evaluate the experience, skills and attributes of BOD applicants against the current and future needs of the organization, and then make candidate recommendations to the larger board for a final vote. Applicants that do not meet the current Board needs will be kept in a pool for 3 years and are welcome to apply again at the end of that time. The Board is excited to consider all individuals who apply to the open call.

Board terms are three years in length with the possibility of three consecutive terms. If desired, new members can be paired with a mentor for the first year to help them learn the position.

Board Member Qualifications:

The Bray Board seeks directors with the following experience, skills and attributes. The objective is to build a board that collectively represents all the qualifications listed below; however, no one is expected to possess all of these qualities.

- Ambassadorship - Be a professional ambassador for The Bray and conduct oneself in a manner that positively reflects The Bray and its values.
- Collaboration - Demonstrate ability to work, listen and contribute in a team environment. Ability to work cohesively with other board members, the executive director, and staff.

- Knowledge - Experience in the non-profit sector including employment, leadership and/or prior board involvement.
- Finance - Strong financial acumen specific to non-profit entities and commitment to financial sustainability of the organization.
- Passion for the Arts - Having a general love and appreciation of the arts and dedication to the success of The Bray's resident artists.
- Equity, Inclusion, Social Justice - Experience in developing and/or supporting environments and policies that cultivate equity, inclusion, and advocacy for social justice in the workplace while maintaining personal accountability and a commitment to continue to learn through training and workshops around equity.
- Commitment to Community - Experience fostering community engagement at the local, national and/or international level.
- Problem Solver - A track record of creatively solving tough strategic problems.
- Diplomacy - Bringing a respectful and considerate attitude, a proven bridge builder.
- Leadership - Experience leading teams, initiatives, and policies.
- Willingness to Grow - Commitment to learn and develop the above skill sets, as well as being open to change.

Board Member Responsibilities

The primary responsibility of the Board of Directors of The Bray is to assist the organization in fulfilling its mission. In 2020, the Board completed a multi-month project to more clearly define its role and responsibilities, which resulted in the current strategic plan. Our Strategic Plan is the lens through which we make decisions within our identified focus areas. A diversity of experience, perspective, and expertise are what combine to form a strong board to execute our vision and mission.

<https://archiebray.org/wp-content/uploads/2022/03/Strategic-Plan-January-2022-Annual-Update-3.pdf>

More specifically, Board Members are asked to commit themselves to the following responsibilities:

- Know, understand and advance The Bray's mission, purposes, goals, policies, programs, services, strengths, and needs as articulated in the organization's strategic plan.
- Adhere to all Bray policies including the Code of Professional Conduct and Conflict of Interest policy.
- Hire, evaluate, and support the Executive Director, with a focus on organizational strategy and financial stewardship.
- Contribute to the creation and sustainment of an inclusive, inviting, and actively anti-racist and anti-sexist Bray community.
- Build community relationships.
- Serve in Board leadership positions or undertake special assignments willingly and enthusiastically.
- Assist the Development Committee and staff by implementing or supporting fund-raising strategies and campaigns.
- Hold in confidence any information received as a Board Member and prioritize participation in terms of your discretionary time and financial contributions.
- Promote the advancement of The Bray through each Board Member's business, professional, civic, and cultural activities.
- Attend as many Bray events and exhibition openings, online and in-person, as possible and patronize The Bray Sales Gallery.
- Introduce new people to The Bray by sharing e-newsletters, and extending invitations to Bray related events, while also educating and cultivating one's extended community about the contemporary and historical significance of The Bray.
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and The Bray's progress.

Board Meetings

- Prepare for and participate in board and committee meetings.
- Except for reasonable excuses, attend or participate by Zoom the Board's regularly scheduled meetings. The Board meets three times each year with the primary annual meeting being held in July. Additional meetings are held in April and October.
 - o **Board members are strongly encouraged to attend the annual July board meeting in person, paying their own expenses including: airfare,**

hotel, meals and car rental. However, it is understood that financial, family or other constraints can make this difficult. Board members who foresee difficulty attending the annual meeting in-person can contact the Board Chair or their mentor to confidentially discuss ways The Bray can support attendance via video conference, through financial support or other means.

- Maintain confidentiality of the board's executive sessions and speak on behalf of the board only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant matters are addressed.
- Serve on at least one committee.

Board Member Financial Stewardship and Financial Contribution:

(The Bray is aware that the following financial responsibilities may be prohibitive for some candidates. Please do not be discouraged from applying/nominating if this is the case. To offset some of these financial responsibilities, Board Members can contribute in alternative ways that can be discussed on an individual basis.)

- All Board Members are expected to actively participate in the financial stewardship of the Foundation. This role includes, but is not limited to pledges of financial support, donation of artwork from Artist Board members, cultivation of donor prospects (individual, foundation or corporate), stewardship and cultivation of benefactors; as well as a commitment to serve as an ambassador of the organization with their direct network of friendships as well as the larger community to raise awareness and support for The Bray.
- Faithfully read and understand The Bray's financial statements and otherwise help the Board fulfill its fiduciary responsibility. Current financial statements shall be provided to new Board Members including access to profit/loss and audit statements.
- Exercise prudence with the board in the control and transfer of funds.

- All Bray Board Members are expected to have a current Bray Membership and make a personally meaningful gift to The Bray Annual Fund and Call for Cash during the Annual Auction.
- Friend of The Bray (FOB) membership is encouraged with levels starting at \$1,000 and may be split into automatic monthly payments. Alternately, Board Members are asked to *give or raise* \$1,000 annually for operating funds.
- The Bray Board of Directors is committed to 100% giving as testimony of its engagement and commitment to the success of the mission.
- Artist-Board Members may be asked to donate artwork to help ensure the artistic and financial success of The Bray Auction.
- During a capital campaign, a minimum of 20% of the total fund raising goal will come from the Board. Every Board Member will make a personally significant gift to any major capital, endowment or major gifts campaign. Capital Campaign gifts can be made in payments of up to a 3-year period. Endowment gifts may be made in the form of a planned gift and made over a five-year period.
- Attend and purchase artwork (if possible) at Bray Sales, exhibitions, and the Annual Benefit Auction.
- Assistance in obtaining contributions may include:
 - o Personally making asks, with Bray staff assistance, for annual corporate, foundation or individual gifts, including endowment and capital gift campaigns.
 - o Providing prospect names to the Development Director or Executive Director, including individuals, foundations or corporations for potential support.
 - o Making introductions to the appropriate Bray staff to help garner new supporters.
 - o Serving on the Board's Development Committee which meets monthly via Zoom.

BOARD MEMBER NOMINATION FORM

Please submit the following information and short answers (a few sentences to a page for each question) in a document titled: **Board Member Nomination_Your Name_Date.**

Email your submissions to: governance@archiebray.org.

Name: _____

Address: _____

Phone: _____ Email: _____

- 1) Please tell us about your connection with The Bray and why you would like to serve on the Board of Directors.
- 2) What experiences, skills, and attributes would you bring to The Bray Board and how will/have you demonstrated this expertise? How would you envision your involvement as a Board Member? (Please be very specific.) Some historic examples include: Government relations, Public Relations, Legal, Financial Management, Education, Artist, Gallery Owner, Business, Donor/Collector, Community Leader, Human Resources, etc.....(Please relate these to the Qualifications, Responsibilities and Expectations described in the Open Call Document)
- 3) Please tell us about any history of service you might have and why service is important? What values and vision do you hope to bring to your service to The Bray Board and the field?
- 4) How do you align yourself with The Bray's mission, vision, and values?

*Individuals can nominate themselves or others. If you are nominating another individual, please answer the following questions **in addition**.*

Your Name _____

Contact information _____

- 1) What is your connection, i.e. how do you know this person? (Please give background)
- 2) What are the experiences, skills and attributes of this person that stand out? (Please be very specific.)