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| **ZUMIX Board Composition Chart** |  |  |  |
| **Chart key** | **yellow fill = we have not met goal** | |  |
|  |  |  |  |
|  | **GOALS** | **CURRENT** | **Notes** |
| **Demographics:** |  |  |  |
| # of members | 10 to 14 | 9 | 75% |
| East Boston Residents | 33%+ | 33% | Understand community. Maintain connections & gain resources in East Boston. Currently under goal |
| Resides outside of East Boston | 33%+ | 67% | Broaden reach beyond East Boston |
| Race / Ethnicity: Other than white | 50% | 33% | Board should be reflective of our community and service population. |
| Former Zumix student / Alum | 1 | 0 | Important to stay connected to our roots. Our history is an important part of our story. Currently under our goal. |
| Parent of Zumix youth | 1+ | 1 | Important perspective to have on the Board |
| Diversity in age | minimum 30% under 40 30% over 40 |  | Nice to have |
|  | Under 40 | 56% |  |
|  | Over 40 | 44% |  |
| Diversity in gender | minimum 33% male 33% female |  | Need balance |
|  | male | 33% | Currently under our goal |
|  | female | 67% | Currently over our goal |
|  |  |  |  |
| **Skills and Experience** |  |  |  |
| **Finance** |  |  |  |
| Nonprofit Finance | Required (2+) | 1 | Need 1-to-2 new FC members |
| Audit Oversight | Required (1+) | 0 | Need 1-to-2 new FC members |
| **Fundraising** |  |  |  |
| Fundraising | Required (2+) | 1 | Need 1-2 new FRC Members with solid Fund Raising Events planning experience |
| Donor Cultivation | Required (2+) | 1 | Need 1-2 new FRC Members with solid Donor Cultivation experience. Priority (under goal) |
| **Marketing** |  |  |  |
| Marketing / PR Professional | Required (2+) | 2 | Needed to increase our visibility. Priority (under goal). |
| Graphic Design Professional | Nice to Have | 0 | Improved branding. |
| **Networking** |  |  |  |
| Social Extrovert | Required (5+) | 2 | Important to broaden our network |
| Access to people with deeper pockets | Required (2+) | 4 | Important to strengthen our network |
| **Facilities** |  |  |  |
| Management / Maintenance | Required (1+) | 0 | Important for long term planning and when issues arise |
| **Language** |  |  |  |
| Multilingual - Spanish | Required | 2 | the more the better |
| Multilingual - Portuguese | Required | 1 | the more the better |
| **Program** |  |  |  |
| Youth Development professional | Nice to Have | 1 | staff's responsibility, board support welcome |
| Strategic Alliances | Nice to Have | 1 | important for networking |
| Musician / Entertainment Industry | Nice to Have | 0 |  |
| **Management/Leadership** |  |  |  |
| Non Profit Management Professional | Required (2) | 2 | Important perspective |
| Previous Board Experience | Required (2) | 1 |  |
| Board Leadership Pipeline | Required (3) | 3 | To fill leadership positions  at the Board or Committee level |
| Info/Data Mgnt Expertise | Required (1) | 0 | Urgently needed to support staff in data tracking, analysis and efficient communication |
| Strategic Planning Experience | Required (2) | 4 | important for planning / problem solving |
| Human Resource / Staff Development | Required (1) | 1 | ensure compliance |
| **Other** |  |  |  |
| Legal | Required (1+) | 1 | Needed to guide decisions during our growth and development |
| Community Organizing Professional | Nice to Have | 0 | mobilizing people |
| Political Advocate | Nice to Have | 1 | We are being asked to do more advocacy and can learn a lot about mobilizing through the political sector |
| IT / Web Savvy | Required (1+) | 0 | Keep up with changing technology |
| East Boston Connections | Required (3+) | 4 |  |
| Political Ties | Nice to Have | 0 |  |

**Nominating Committee Charter**

**General Roles & Responsibilities**

1. Review required composition of the Board and revise as needed. Identify gaps between current board composition and required board composition.
2. Recruit and propose new Board members for a 12-14 member board.
3. Take leadership role in identifying and nominating board prospects.

**2014 Goals (Proposed)**

1. Recruit and propose 4 new board members that meet composition criteria for a 12-14 member board
2. Create and implement a “buddy” system for a new board member to be mentored by a senior board member
3. Revise board composition requirements annually as needed

**2014 Activities (Proposed)**

1. Develop a wish list for board membership based on current and desired board composition
2. Develop a process for nominating new members to the board
   1. Develop companion tools for the nomination process (may include an intake form, a board prospect tracking spreadsheet, etc.)
3. Identify board openings for each upcoming cycle (April)
   1. Coordinate with President or Executive Director to identify who will be leaving the board in April
4. Coordinate new board member search and nomination process
   1. Develop a survey tool for prospective board members to complete – DONE
5. Develop mentoring guidelines
   1. Interview individuals new to the board to identify what they needed – would have been helpful as they assumed responsibility
6. Inform prospects of Board Responsibilities:
   1. Contribution to annual fundraising each year
   2. Attend 2 events per fiscal year
   3. Attend regular Board meetings
   4. Serve on at least one committee
7. Develop nominating process for Committees

**Committee Member Roles & Responsibilities**

TBD

**Committee Meeting Schedule**

TBD

**Upcoming Deadlines**

TBD

ZUMIX Board Member Responsibilities and Cross Expectations

A clear statement of individual board member responsibilities adapted to ZUMIX’s needs and circumstances serves two purposes: 1) it helps with the process of onboarding new board members by clarifying expectations from the start and 2) it provides criteria by which the board can review the performance of incumbent board members who are eligible for re-election or re-appointment.

**General Expectations:**

* Know ZUMIX’s mission, goals, policies, programs, services, strengths and needs.
* Perform duties of board membership responsibly and conform to the level of competence expected from board members as outlined in the duties of care, loyalty, and obedience as they apply to nonprofit board members.
* Commit to serving for two-years with possibility for renewal.
* Participate in multiple ZUMIX events annually.
* Suggest possible nominees to the board who are persons who can make contributions to the work of the board and ZUMIX’s progress.
* Choose at least one engagement activity annually:
* Purchase, promote and sell tickets to multiple ZUMIX events
* Host a house party
* Host a brown bag lunch
* Send out personal Annual Appeal letters to your network of friends, family and business associates
* Introduce at least three friends to the organization who may like to support our work
* Participation in at least one committee during term of service.
* Help recruit new board members.
* Follow trends in ZUMIX’s fields of interest.
* Coordinate all activities undertaken as a board member/representative of ZUMIX with Board President and Executive Director.
* Complete all assignments on time.
* Ask questions and provide honest feedback.

**Relationship with Staff:**

* Exercise good judgment in establishing relationships and interactions with staff, volunteers and the population ZUMIX serves. Any questions related to the appropriateness of a particular interaction should be discussed with the Executive Director.
* Counsel the Executive Director as appropriate and support him/her through difficult relationships with groups or individuals.
* Do not ask for special favors of the staff, including special requests for extensive information, without consultation with the Executive Director, board or appropriate committee chairperson.

**Meetings:**

* Attend all board meetings in a fiscal year (usually 6). Meeting length may vary depending on need and agenda, but generally will be 120 minutes.
* Ask timely and substantive questions at board and committee meetings consistent with one’s conscience and convictions, while supporting the majority decision on issues decided by the board.
* Maintain confidentiality of general board meeting discussions. Public discussions about ZUMIX are to support the consensus of the board actions, not the individual’s opinion.
* Suggest agenda items for board and committee meetings to ensure significant matters are addressed.
* Be responsible for any content missed at a board, committee or activity meeting.

**Fiduciary Responsibilities:**

* Exercise prudence with the board in the control and transfer of funds.
* Faithfully read and understand the organization’s financial statements and otherwise help the board fulfill its fiduciary responsibility.

**Fundraising:**

* Set annual “give/get” goals with the Board President and Director of Development of at least $1,000.00-$3,000.00 measured on a fiscal year basis through individual and/or personal network contributions. For members who enter the board later in the year, this amount shall be prorated.
* Each Board member will be assisted in creating a personal plan to identify how they expect to accomplish this goal.
* Make a personal, meaningful gift to ZUMIX.
* Assist in the fund development activities by implementing fundraising strategies through personal influence with others (corporations, individuals, foundations).

**Avoiding Conflicts:**

* Serve ZUMIX as a whole rather than any special interest group or constituency. A board member’s first obligation is to avoid any preconception that one “represents” anything but ZUMIX’s best interests.
* Avoid even the appearance of a conflict of interest that might embarrass the board or ZUMIX, and disclose any possible conflicts to the board in a timely fashion.
* Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by laws, regulation, or custom.
* Uphold respectful communication among and between board members and the Executive Director in board meetings, email and other communications.
* Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors. (All matters of potential significance should be called to the attention of the Executive Director and the board’s elected President as appropriate.

**The Legal Responsibilities of Nonprofit Boards:**

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties, which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

**What You Can Expect From the Board and Executive Staff**

* Your role as Board member is well defined and explained in your Board member job description.
* Access to stories, trainings and events that demonstrate the impact of your/ZUMIX’s work.
* Recognition on ZUMIX’s website, letterhead and other materials, as appropriate.
* Personalized ZUMIX Board member business card and email address.
* A comprehensive onboarding package.
* Meetings have written agendas and materials relating to matters to-be-discussed are given to the Board in advance of the meeting.
* Annual check-in with/access to Board President and Executive Director.
* Training to prepare you to understand and fulfill the responsibilities enumerated above.
* Board members will refrain from discussion of confidential board business with people who are not members of the board, unless authorized by the Board to do so.
* Connection to a community of professionals dedicated to the common goal of serving youth and community through music and the arts.