

The Mission of New Mexico Fiber Arts Center

The NM Fiber Arts Center's mission is to "cultivate and support multi-generational participation in local, traditional and contemporary Fiber Arts." Therefore, we teach about the region's rich weaving history of New Mexico, foster Fiber Arts skills at every level, grow the appreciation for handmade Fiber Arts, and provide opportunities for the general public to appreciate the work of all Fiber Artists.

For more information, please visit our website nmfiberartscenter.org

Board Position Requirements:

The Board Member's relationship with employees is one of an active partnership with the Management Team, and the appropriate involvement of the Board is both critical and expected.

A Board Member is expected to

- Serve on the board for a 3-year term, and no more than 2 consecutive terms. A board member can stand for election again after a one year hiatus.
- Attend all board meetings, missing no more than 3 in a row without cause – in case of excused absence designate a proxy vote.
- Serve on a Board Committee.
- Fundraising is a board requirement.
- Maintain membership in good standing.

Board Member responsibilities:

- Actively support the mission and purpose of the NM Fiber Arts Center, and provide leadership, governance, and oversight.
- Represent NM Fiber Arts Center to members and stakeholders, acting as an ambassador for the organization.
- Actively engage in and support fundraising and friend-raising initiatives of the organization.
- Annually assess the environment and approve the organization's strategy, bylaws, mission and vision statements in relation to the environment.
- Provide input to the Board Executive Committee on the hiring of directors, compensation decisions, oversight of their work, annual performance evaluations, and any dismissal decisions or corrective actions.
- Ensure that management succession is properly provided.
- Oversee the fiscal wellbeing of the organization by approving NM Fiber Arts Center's annual budget, audit reports, and material business decisions; and being informed of, and meet, all legal and fiduciary responsibilities.
- Review outcomes and metrics created by NM Fiber Arts Center staff for evaluating its impact, and regularly measure its performance and effectiveness



Board Member Job Description

using those metrics; review agenda and supporting materials prior to board and committee meetings.

- Stay informed and updated regarding all the activities and decisions at NM Fiber Arts Center.
- Initiate and help promote cooperation between NM Fiber Arts Center strategic partners, and entities that will help avoid unnecessary duplication of services to maximize the resource available.
- Carry out legal duties as defined by the New Mexico Charitable Solicitations Act, which includes:
 - The duty of care (including active participation in the affairs of NM Fiber Arts Center)
 - The duty of loyalty (to the organization’s mission and purpose)
 - The duty of manage accounts (including fiscal responsibility)
 - The duty of compliance (with the by-laws)

Board officer responsibilities include:

President	<ul style="list-style-type: none"> • Spearhead the identification and recruitment of other Board Members • Supervise activities and outcomes from all committees or task forces and ensure that board resolutions are carried out • Set meeting dates, develop meeting agenda and lead the meeting
Vice-President	<ul style="list-style-type: none"> • Assist the President in all the responsibilities, and serve as a trusted advisor
Treasurer	<ul style="list-style-type: none"> • Prepare and present a financial report at each board meeting • Assist in the preparation of the budget, annual report, nonprofit tax reporting and make financial information available to board members and the membership. • Serve as financial officer of the organization and as chairperson of the finance committee.
Secretary	<ul style="list-style-type: none"> • Take precise minutes at all meetings. • Prepare all meeting minutes for distribution to the members. • Responsible for archiving all EVFAC documents, so that institutional memory is upheld. • Serve on committees or task forces and take on special assignments