



Fine Arts for Ocala

P.O. Box 6229, Ocala, FL 34478

www.FAFO.org

Board of Directors Job Duties and Responsibilities

- a) Attend a board orientation session with the President and Administrative Assistant.
- b) Regularly attend board meetings and important related meetings. Board meetings are held the second Wednesday of the month and start at 5:00pm. With social time, the meeting starts at 5:30pm. In January there is a board retreat in place of a regular meeting. No meetings in July and December.
- c) Sit on at least one committee. Committees include: Symphony, Arts Festival, Finance, Sponsorship, and Marketing. Must make a serious commitment to participate actively in committee work.
- d) Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- e) Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- f) Get to know other committee members and build a collegial working relationship that contributes to consensus.
- g) Is an active participant in the committee's annual evaluation and planning efforts.
- h) Participates in fund-raising for the organization.
- i) Attend all events especially Symphony Under the Stars (Mother's Day) and the Arts Festival (fourth weekend in October).
- j) Be informed about the organization's purpose, service, programs, and events. Follow board policies.
- k) Become a public advocate for FAFO.
- l) Assist in the recruitment of effective board members.
- m) Assist the board in carrying out its legal and fiduciary, oversight, and financial responsibilities.
- n) Make a personal financial contribution to the organization.
- o) Pay a new Board Member due of **\$75.00** – includes a Name Badge, then an annual Board Member due of **\$50.00** every year after.

Please return to:

Amy Casaletto - fafoocala@gmail.com,
Make Checks Payable to Fine Arts For Ocala

Board of Directors Candidate Application

Date _____

Name _____
First MI Last Familiar name

Residence

Address _____

Phone _____ E-mail _____

Employer

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence

Please include a resume

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social).

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education/Training/Certificates

Optional – Have you received any awards or honors that you'd like to mention?

How do you feel **FAFO** would benefit from your involvement on the Board?

Skills, experience and interests (Please circle all that apply)

Finance, accounting

Personnel, human resources

Administration, management

Nonprofit experience

Community service

Policy development

Program evaluation

Public relations, communications

Education, instruction

Special events

Grant writing

Fundraising

Outreach, advocacy

Other _____

Other _____

Other _____

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of **FAFO**.

Please tell us anything else you'd like to share.

Thank you very much for applying! Please don't forget to email your resume as well. We will submit your application to our board of directors at our upcoming board meeting.