

Denmark Arts Council Board Member Duty Statement

Function

- Optimise Denmark Arts Council's performance and ensure compliance with legal requirements

Responsibilities

Planning

- Approve mission and values
- Review and approve Denmark Arts Council's strategic plan
- Annually review and approve Denmark Arts Council's marketing and fundraising plan
- Annually review and approve Denmark Arts Council's budget
- Approve major policies

Organisational

- Elect, monitor, appraise, advise, support, reward, and, when necessary change top management
- Be assured that management succession is properly being provided
- Be assured that the status of the organizational strength and HR planning is equal to the requirements of the long-range goals
- Approve appropriate compensation and benefit policies and practices
- Annually approve the performance review of the Artistic Director and establish his/her compensation based on recommendations of the personnel committee and Chair of the Board
- Contribute to effective Board recruitment and succession planning
- Contribute to an annual review of the performance of the Board and take steps to improve its performance

Operations

- Review the results achieved by management as compared with the Denmark Arts Council's philosophy, annual and long range goals, and the performance of similar organizations
- Be certain that the financial structure of Denmark Arts Council is adequate for its current needs and its long-range strategy
- Provide candid and constructive criticism, advice and comments
Approve major actions of Denmark Arts Council, such as capital expenditure and major program and service changes

Audit

- Be assured that the Board and its committees are adequately and currently informed – through reports and other methods – of condition of the organization and its operations
- Be assured that published reports properly reflect the operating results and financial condition of Denmark Arts Council
- Ascertain the management has established appropriate policies to define and identify conflicts of interest throughout Denmark Arts Council, and is diligently administering and enforcing those policies
- Appoint independent auditors subject to approval by members
- Review compliance with relevant material laws affecting Denmark Arts Council
- Ensure appropriate risk management procedures are in place

Requirements

- High level commitment to the work of Denmark Arts Council
- Ideally knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Willingness to participate in at least one working-group for short-term specific purposes
- Attendance at up to 10 Board meetings per year
- A time commitment of eight to fifteen hours per month (includes Board preparation, meeting and committee meeting time)
- Prepare for and participate in the discussions and the deliberations of the Board
- Be informed of Denmark Arts Councils' services and publicly support them
- Be aware and abstain from any conflict of interest

Term

- Two years, renewable for two further terms (a maximum of six years)