



## THE CARL CHERRY CENTER FOR THE ARTS BOARD OF DIRECTORS APPLICATION

**Mission Statement:** The mission of the Carl Cherry Center for the Arts (CCCA) is to enhance the quality and diversity of artistic, education and cultural programs in Monterey County by encouraging public programs and interactions between artists and the community. Accordingly, the CCCA theater and art gallery provide visibility and support to emerging and established artists, dramatists, writers, educators and musicians. The CCCA's exhibits, programs and events seek to cast light on contemporary issues, both aesthetic and social. Of historical note, the facility houses the Jeanne d'Orge collection and archives, a treasury of rare papers, photographs and letters.

### **Board Governance**

**Size:** The Board of Directors shall consist of at least 14 but no more than 21 directors. The exact number of directors shall be fixed, within those limits to 15.

**Terms:** Three-year terms whereby approximately one-third of the directors be elected each year.

**Meetings:** Nine (9) one-and-one-half-hour meetings per year except for the months of July, August and December. The Board meets the third Monday of the month and the meetings, which are held at The Carl Cherry Center from 9:00-10:30 am unless circumstances require alternate meeting venues. Meetings are run by the Board President. The agenda is prepared by the Secretary. Attendance at all board meetings is required. Exceptions are allowed if a/any director is unable to attend. In these instances, the director should inform the Secretary in advance, otherwise be noted as having an "unexcused absence." Each director is permitted three unexcused absences per year. Board meetings are subject to change.

**Committees:** Board Members are asked to lead, participate in and contribute to the committees established and noted in the CCCA By-Laws. Committees are: Building and Grounds, Nominating, Exhibits, Programs, Finance & Budget, Hospitality, Volunteers, Development and any Project Team Events appointed by the President.

**Executive Committee:** Consists of Board President, Vice-President, Secretary and Treasurer. The Executive Committee has financial oversight and meets regularly with the Executive Director to review finances against budgets. The Treasurer distributes copies of the financials to all Board Members prior to monthly Board meetings.

**Committee Structure:** Board Members are asked to volunteer and serve on a committee. S/he may serve on more than one committee, however, may only serve as Chair of one committee at a time.

**Board Focus:** Financial oversight, fund raising, long-term strategic planning and active participation as ambassadors for the CCCA.

**Board Training:** Each new Board Member will receive an information packet which includes mission and goals of the organization, by-laws, a printed color brochure and a short orientation given by the Executive Director at a mutually agreed upon time.

**Role in Fund Raising:** Each Board Member is expected to be involved in the CCCA development effort. A Board Member can select from a spectrum of activities that support fundraising. This can include identifying prospective donors, soliciting donated items for events, asking friends and colleagues to attend, making contacts with prospective sponsors or prospective donors or working with development to host a prospective donor for a direct ask. Board Members should be willing to make a personal contribution that is significant to them.

**Time Commitment:** Each Board Member is expected to fully participate in the functions, programs and projects of the Carl Cherry Center for the Arts. It is also necessary for each Board Member to serve on at least one committee. The committees are responsible for many of the critical functions of the Center.

**The Selection Process:** The Nominating Committee will review all Board Member applications and conduct a personal interview followed by Board President and Executive Director interviews. The Committee will consider the value that the potential candidate(s) can bring to the Board of Directors and to the Cherry Center. The entire Board votes at a general meeting and term begins July 1. Prospective Board Members will be notified in writing of Board's decision.

Thank you for your interest in serving on the Board of the Carl Cherry Center for the Arts.



THE CARL CHERRY CENTER FOR THE ARTS  
BOARD CANDIDATE INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Business/Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_

*Present or former occupation(s):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Education, training, special skills, interests:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Community service, board experience, memberships or affiliations and include number of years:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What Leadership experience do you have?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why would you like to join The Carl Cherry Center? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In which of the following areas do you have expertise or contacts that may assist the board in its responsibilities? Please circle:

- |                                       |                                      |                                   |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <i>Accounting</i>                     | <i>Event Planning</i>                | <i>Marketing/Public Relations</i> |
| <i>Business/Corporate</i>             | <i>Facilities/Theatre Management</i> | <i>Non-Profit Management</i>      |
| <i>Financial Planning</i>             | <i>Real Estate</i>                   | <i>Computer Skills/IT</i>         |
| <i>Fund Raising/Development</i>       | <i>Sales</i>                         | <i>Education/Training</i>         |
| <i>Human Resources</i>                | <i>Strategic Planning</i>            | <i>Estate Planning</i>            |
| <i>Legal</i>                          | <i>Community Service/Volunteer</i>   | <i>Grant Writing</i>              |
| <i>Executive/Leadership positions</i> |                                      | <i>Building Contractor</i>        |

Other (describe): \_\_\_\_\_

Are you willing to attend Board meetings the 3<sup>rd</sup> Monday of each month at 9:00 am and serve on Board Committees? YES/NO

Optional: As a way to add any other information you would like us to know, please attach a current bio of yourself to this application.

Please return this completed form to Cathy Kobre at:  
The Carl Cherry Center for the Arts  
4<sup>th</sup> and Guadalupe  
P.O. Box 863  
Carmel, CA 93921  
[Cherry\\_center@yahoo.com](mailto:Cherry_center@yahoo.com)

Thank you!