



CLARA: E. CLAIRE RALEY STUDIOS *for the* PERFORMING ARTS

BOARD OF DIRECTORS: STATEMENT OF EXPECTATIONS & DUTIES

The E. Claire Raley Studios for the Performing Arts (CLARA) provides education and resources to unleash the creative potential of local arts and culture in Sacramento by bringing arts education programs to public schools with low arts access; providing classes and workshops that help adult artists further professionalize their work; and offering low-cost rehearsal and administrative space to arts organizations in our community.

TERMS OF OFFICE

Each board member may serve two consecutive three-year terms.

TIME COMMITMENT

CLARA board service will require a minimum commitment of at least 30 hours per year, in addition to an annual board retreat. Attendance at public CLARA events such as the Sacramento Emerging Artist Showcase, Patrons at Play, Open Houses, or the Summer Camp culminating event is an expected part of service.

FINANCIAL COMMITMENT

CLARA should be among the top three organizations in a board member's philanthropic priorities. Board members are expected to make a personally significant gift to the organization each year.

EXPECTATIONS OF ALL BOARD MEMBERS

- Attend 8 out of 10 annual board meetings (90-minute commitment per meeting).
- Attend the annual board retreat.
- Serve as an ambassador for CLARA among your professional and personal networks.

LEADERSHIP (Select 2)

- Chair an event, a program, a committee or a task force.
- Regularly participate in at least two (2) committees.
- Nominate at least 1 potential board member.
- Serve as an officer of the Board.

FINANCIAL (Select 2)

- Make a gift in the \$500-\$1,000 range to the organization
- Bring at least 2 potential donors for CLARA to public events (*Patrons at Play, Summer Camp Showcase, annual open houses, Sacramento Emerging Artist Showcase*) and facilitate their relationship with the organization.
- Request event sponsorship from a company that you are connected to, or personally connect the executive director to the person who makes sponsorship decisions.
- Accompany the executive director as requested for major gift asks.

AMBASSADORSHIP (select 2)

- Promote CLARA events and successes through personal social media.
- Recruit at least 2 full-fee participants in CLARA's annual summer camp.
- Recruit at least one new school to CLARA's fee-for-service programs.

- Participate in opportunities to thank donors through phone calls and letters.