

## BOARD APPLICATION AND POSITION DESCRIPTION

### Overview

The Barton Village Festival (the festival) Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for the festival. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the festival. Overall, the members of the Board contribute the management, and financial skills needed to ensure long term organizational stability and ensure year-to-year success of the festival.

The Board of Directors has up to 5 voting members. Terms are for one or two years, depending upon position.

Board Member responsibilities include attendance at monthly in-person meetings per year, as well as active electronic or phone conversations as part of Board committees. In some years the Board has held additional meetings. It is also imperative that board members attend the festival (the last Saturday of the month) and do their best to attend monthly/semi-monthly planning meeting. The Festival's attendance policy allows for removal if three meetings are missed without notice.

### ***Declaration of Candidacy***

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year or two as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Email the Executive Director ([bartonstevent@gmail.com](mailto:bartonstevent@gmail.com)) with questions
- You are welcome and encouraged to attend planning meetings to get a feel for the festival (email [bartonstevent@gmail.com](mailto:bartonstevent@gmail.com) for the next scheduled meeting)
- Our mission and more information is available at [www.bartonvillagefestival.com](http://www.bartonvillagefestival.com)

To apply:

- Submit the one page Board Application (page 2 of this document) and your résumé / CV by to Rachel at [bartonstevent@gmail.com](mailto:bartonstevent@gmail.com)
- Copies of the one page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the Organization's work.

### ***Time Considerations***

#### Meetings:

- Board meetings (can be monthly or semi-monthly in the months closer to the festival) for updates on progress
- Planning meetings (again can be monthly or semi-monthly in the months closer to the festival)

#### Festival

- The festival is on a Saturday in June (usually the last) and participation is strongly encouraged

#### Miscellaneous

We will do our best to respect and value your time, if it is felt that an item can be discussed / approved by email or phone we will do our best to reduce the number of meetings. This being said we appreciate prompt response and acknowledgement of email or phone communication as some decisions are time sensitive.

