

## At a glance ...

This summary is designed to give potential members of Board of Directors a quick overview of Jane Franklin Dance (JFD). Its content responds to an article, [10 Questions to Ask before Joining a Non-Profit Board](#); the order of the information is altered according to the categories shown below.

### Critical

Jane Franklin Dance is a **501(c)(3) non-profit organization**. You may [check this status](#) directly with the IRS.

The **Board of Directors** meets every 6 weeks. Meetings are held via telephone conference call or are conducted in-person on Tuesday or Wednesday evenings at 7 pm at 3700 S Four Mile Run Drive in Arlington.

The key **fundraising requirements** of Directors are to personally donate at least \$100 annually, and to assist in the collection of auction items for and/or help with securing attendees at the annual gala in May.

As a Director, one is liable for decisions made on behalf of the organization by the Board. Therefore, normally, boards want to ensure that the organization has sufficient **Director and Officer Liability Insurance**. However, JFD staff members are independent contractors, so the organization does not have legal employees. JFD has \$2,000,000 general liability insurance; if you have so called personal Umbrella Insurance, you may be covered as a Director for a non-profit organization.

### Important

A **strategic plan** has been established; it is updated annually and is available to Board members (and on request to potential Board members).

**Relationships** are covered to a certain extent in the strategic plan. Critical for JFD is Jane Franklin, the Artistic Director, the company and adjunct dancers, and part-time staff members. JFD serves as an *ex officio* member of the Board of Directors. While JFD has been operational in the community since 1997, the organization is now pursuing a major growth phase, with an emphasis on attracting additional supporters, donors and capacity.

JFD's **Board of Directors Packet** contains: Company Description, Articles & By-Laws, Expectations, and Meeting Schedules of Committees & Board. Directors also have access to: Annual Financials, Meeting Minutes, Strategic Plans, Outreach and Marketing Materials, Recruitment Candidates, and a list of all Directors and staff with contact information.

The **Board of Directors** and some of **their responsibilities** and the [current roster](#) are listed on the [JFD website](#) and can be discussed by phone, email, or in-person. The board roles are: President, Secretary, Treasurer, Recruitment Officer and Gala Coordinator. Officers for the following roles: Marketing and Outreach, Development and Fundraising (Corporate Sponsorship and Grant Writing), Programming, Volunteer Coordinator, etc. are sought. A vice president position is envisioned for the near future.

An initial **commitment** of one year is requested; Board members serve two-year terms and may be reappointed up to five terms. The main **performance criterion** for the Directors on the Board is engagement as outlined in the Board of Directors Packet, including 3–7 hours volunteered each month. Overall, the performance of the Board will be considered successful if additional structure and stability is brought, and JFD moves toward its goals as outlined in the Strategic Plan.