

MMOCA VOLUNTEERS POSITION DESCRIPTION

Last updated 3-10-2020

Job Title	Director at Large
Department	MMoCA Volunteers Board
Location	Typically at MMoCA; some work will be completed from home or out in the community
Reports to	MMoCA Volunteers Board President, Amy Paulios, and Annik Dupaty, MMoCA’s Director of Events & Volunteers

POSITION / EXPECTATIONS

Directors at Large serve as general (non-executive) members of the MMoCA Volunteers Board, with the intent of being a person who will:

- **Share a passion** for non-profit volunteering and/or the arts with MMoCA!
- Have an eagerness to **regularly volunteer** for MMoCA outside of board meetings
- Feel excited about helping MMoCA **recruit volunteers** for all fundraisers, exhibition openings, and special projects
- **Contribute ideas** in MMoCA Volunteers Board meetings to further MMoCA’s mission and aid in volunteer recruitment / fundraising efforts
- Have a strong desire to **speak favorably** in the community about MMoCA and the benefits of volunteering
- Have **a zest to be an aid** to the staff of MMoCA and a desire to **serve on an event committee**

SPECIFIC TASKS

- **Attends meetings** – That is, no more than 11 but no less than 8 MMoCA Volunteer Board meetings per year
- A Director at Large may **focus on any area(s) of interest**—such as serving on the Admissions Core at openings, Chairing a silent auction, gardening, or regularly helping with poster distribution.
- **Actively assists** MMoCA with volunteer recruitment, outreach and retention with calls, emails, letters, in person as asks, visits, networking, and other forms of communication
- **Actively supports** MMoCA and Board officers by:
 - Serving on a Board committee and/or
 - Chairing/co-chairing a fundraiser and/or
 - Serving on an event committee and
 - Volunteering throughout the year
- **Brand advocacy** (i.e., talks favorably about MMoCA Volunteers at all times; passes on positive messages about MMoCA and the MMoCA Volunteers program)

REQUIREMENTS/QUALIFICATIONS/SKILLS

- Maintains an MMoCA Membership
- Strong communication and collaboration skills
- Positive ‘can do’ attitude and strong work ethic

TIME COMMITMENT

Board members must have time—often on weekdays at 4:00pm or 12:00pm noon—for board meetings; and additional time for volunteering and recruiting volunteers.

- This is a **two-year term commitment**, which falls in line with the MMoCA fiscal year, from May 1 to April 30.
- **Average of 4 hours per month** from May 1 to April 30.

BENEFITS

- Be part of a team that is dedicated to supporting MMoCA, a non-profit arts organization
- Opportunity to extend professional and personal networks
- Opportunity to test and refine communication and collaboration skills
- Have a positive impact on the MMoCA Volunteers program, and help create meaningful experiences for volunteers