MMoCA Volunteers Position Description

Last updated 3-10-2020

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Director at Large</th>
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<tbody>
<tr>
<td>Department</td>
<td>MMoCA Volunteers Board</td>
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<tr>
<td>Location</td>
<td>Typically at MMoCA; some work will be completed from home or out in the community</td>
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<td>Reports to</td>
<td>MMoCA Volunteers Board President, Amy Paulios, and Annik Dupaty, MMoCA’s Director of Events &amp; Volunteers</td>
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**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