

## BOARD POSITION

### Secretary, Board of Directors

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#### About BAMS Fest, Inc.

BAMS Fest is a 501(c)(3) organization that breaks down racial and social barriers to arts, music, and culture for communities of color across Greater Boston and beyond. Its vision is to create a vibrant and inclusive arts and culture sector for the City of Boston and beyond, a sector that celebrates all artistic talents, challenges societal perceptions, and empowers and engages audiences.

Founded in 2016, BAMS Fest has demonstrated proof of concept by nurturing and elevating local artists of color and by attracting diverse audiences to performances curated from a Black perspective. In a city where gaps in equity and inclusion are perennial issues, BAMS Fest is a positive force of creative place keeping and cultural equity. It activates Franklin Park and other venues in Black neighborhoods as cultural spaces. It elevates the voices of artists and audiences of color and builds partnerships that make more spaces throughout the city welcoming to them.

#### Core Values

*Inclusive* | Engage with constituents in a way that embraces inclusion on all levels (race, socioeconomic, sexual orientation, disability, etc.), and fosters a more inclusive arts ecosystem for Greater Boston

*Artist Centric* | Supporting artists, particularly artists of color, both professionally and holistically. BAMS Fest believes in supporting the artist as a person, taking into account their mental and physical wellbeing, financial health, and professional development

*Sustainable* | Building an infrastructure, board, and programming strategy that can continue to impact the economic development of the communities and constituencies the organization seeks to serve, while contributing to the larger creative economy

*Authentic* | Continue to build an organization that is representative of the voice of the community we seek to serve, while also carving out a place for black and brown voices in the larger arts and culture non-profit sector

*Collective Mindset* | Acknowledge that our larger work is made up of the individual work and sacrifices of our team, and strive to create a supportive and responsible community that furthers both our programming efforts and organizational success

#### Overview

In May 2019, our organization completed its first strategic plan for 2020 - 2024. A key issue that BAMS Fest must address in the coming three years is organizational growth and capacity building, as we continue to produce exciting cultural events and support local Black and Brown artists. To build capacity, BAMS Fest will need to prove its value to a robust mix of philanthropic supporters, corporate sponsors, and ticket buyers who share BAMS Fest's vision for cultural equity in Greater Boston.

BAMS Fest needs a Board Chair who can partner with our Executive Director to lead the implementation of the strategic plan for the next three years. The Board Chair will head up BAMS Fest at a critical point in

our development, as we grow from a volunteer-led startup to a well-resourced beacon for cultural equity in the city of Boston.

### **Responsibilities:**

The Secretary plays a critical role in fostering communication through proper management, recording and utilization of important records such as meeting minutes, and the contact information of all Directors and members. He or she is an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes, and ensuring all documents are safely stored and readily accessible. The Secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the bylaws, and the like, that will assist them in fulfilling their fiduciary duties.

- The Secretary, in consultation with the Chair, prepares agendas for the Executive Board meetings. These agendas, along with any supporting documentation, are distributed by the Secretary to members in advance of the meetings
- The Secretary provides the Executive Board with notices of meeting times and places and requests contributions of items for the agenda.
- Attend all board meetings; record and review board minutes at each meeting
- Maintain accurate documentation and meet any legal requirements such as annual filing deadlines, Articles of Incorporation, and the organization's bylaws.
- Ensure the safety and accuracy of all board records
- Assume responsibilities of the chair in the absence of the board chair

### **Qualifications:**

This is an extraordinary opportunity for an individual who is passionate about social justice, the arts and improving the quality of life for marginalized communities of color. This incumbent will have achieved leadership in relationship development, philanthropy, and the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified and committed board members.

### **Requirements:**

- 2-4 years of board/leadership experience (non-profit or for-profit) with success in working in a team setting.
- Excellent written and oral communication
- Comfortable with task delegation and managing teams and processes
- Attendance and participation in board and committee meetings, as well as organizational programs and fundraising events.

### **Time Commitment and Expectations:**

It is critical for candidates to understand that BAMS Fest is – for now – a volunteer-run organization: both staff and board are donating their time. In other board-staff dynamics, board members can rely on staff to take care of the details. At BAMS Fest, the board must be mindful of staff's administrative burden and lessen it as much as possible.

The Board Secretary will be expected to fulfill the following commitments:

- A two-year term, or until a successor is elected and qualified, and is eligible for re-election for one additional consecutive two-year term.
- Attendance at four quarterly board meetings per calendar year (January – December)
- Minimum attendance in two quarterly Staff and Board meetings per calendar year (January – December)
- Attendance at the Staff and Board summer annual retreat
- Participation in at least one professional development workshop, session, or webinar to build skills in an area important to BAMS Fest's development
- Participate in ongoing strategic planning, all while contributing thoughtful, robust ideas and constructive feedback that helps to advance our mission, goals, and objectives.
- Attend BAMS Fest events and bring individuals who can financially support and / or operationally grow the organization.
- Periodically attend community events as a BAMS Fest spokesperson, as requested.

#### *Financial Commitment*

- A minimum personal give of \$1,000 with a \$2,500 get from your network (cash/in-kind services).
- Raise additional funds in ads, tickets and/or sponsorship for our summer annual fundraiser (BAMS Festival)

#### *Compensation*

- This is an unpaid volunteer position with negotiable meals and local travel allowance for donor engagement purposes.

If you are interested in being considered for this amazing opportunity, please send fill out [this application](#) and include your cover letter and resume.

If you have any general questions about our organization, please send an email to [info@bamsfest.org](mailto:info@bamsfest.org)