

The Purpose of this form is to provide an organizational profile, which will establish the applicant as a qualified Non Profit client of the Arts & Business Council. Please submit the latest press packet information.

BACKGROUND INFORMATION

DATE:		CONTACT NAME & TITLE:				
ORGANIZATION NAME:						
MAILING ADDRESS:		CITY:		STATE/ZIP:		
OFFICE ADDRESS:		CITY:		STATE/ZIP:		
PHONE:		FAX:		EMAIL:		

WEBSITE ADDRESS: _____

Organization's Mission:

Arts Discipline: (Check one)	<input type="checkbox"/> Architecture/Design/ Preservation	<input type="checkbox"/> Music
	<input type="checkbox"/> Arts Education	<input type="checkbox"/> Museum
	<input type="checkbox"/> Arts Service	<input type="checkbox"/> Musical Theater/ Opera
	<input type="checkbox"/> Dance	<input type="checkbox"/> Theatre
	<input type="checkbox"/> Fine/ Folk Arts	<input type="checkbox"/> Visual Arts/Gallery
	<input type="checkbox"/> Literary Arts	<input type="checkbox"/> Other :
	<input type="checkbox"/> Media Arts	

Social Services Primary Focus:

Health
 Hunger
 Domestic Violence
 Homelessness
 Children
 Other _____

Year Founded:		Year Incorporated:		Tax-exempt Status:	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> 501(c)4
Fiscal Year:	Approximate annual budget:			\$	

BOARD OF DIRECTORS

1. What is the present size of your organization's Board?		
2. What is the maximum size of your organization's Board as stated in your bylaws?		
3. What is the length of a Board Member's term in years?		
4. Do your bylaws state how many consecutive terms a board member can serve?	<input type="checkbox"/> Yes: # of Terms _____	<input type="checkbox"/> No
5. Does your organization have Directors & Officers (D&O) liability insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. How often does your Board meet?	
	Every month. The regular day and time is: _____
	Every other month
	Every quarter
	Twice a year
	Once a year
	As needed or other (Please explain): _____

7. The Board is chaired by ...check all that apply	
	The organization's Founder
	A person who is paid -- staff or artistic member of the organization
	A person who is not paid, but serves as staff or artistic member of the organization
	A volunteer whose only role is that of a board member

8. Is the Board structured on committees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes: Please list only the operating committees			
Name of committee	# People	# of times committee meets over course of the year	

9. Does your organization have more than ONE Board (e.g. Advisory Board, Junior Board, Sustaining Board, Women's Board)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes: Please list the various Boards by title/identification:			

Board Type	# People	# of times board meets over course of the year

For the remaining questions, please refer to your organization's primary governing Board.

10. Does the Board conduct a formal performance review with the Executive Director or chief management person on an annual basis?			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No paid management staff
If YES: Are goals/objectives set during performance reviews?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure

11. How do you currently orient new Board members? (check all that apply)	
<input type="checkbox"/>	Handbook/manual
<input type="checkbox"/>	Special meeting/orientation session
<input type="checkbox"/>	Individual meeting with Board leadership
<input type="checkbox"/>	Site/visit/attend programs
<input type="checkbox"/>	Individual meeting with staff
<input type="checkbox"/>	Matched with a current board member as mentor
<input type="checkbox"/>	Other (specify)

12. Do you have a board rotation policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES: Is the rotation policy enforced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

13 How active is the Board in fundraising?	<input type="checkbox"/> Very	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Not at all
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14. Are Board members generally EXPECTED to make a financial commitment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES: Is there a required amount?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES: What is the amount?	\$		
Is this required to be a personal gift or can it be made up of a personal gift and acquisition from other sources?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the breakdown (cash/contribution)?	\$		
Is this expectation applied uniformly to all members?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

15. Approximately how much time per month is required for Board member involvement (board meetings, committee meetings, etc.)

- _____ Under 5 hours
- _____ 5-8 hours
- _____ 9-12 hours
- _____ 13-16 hours
- _____ More than 16 hours

16. Please indicate any other personal financial commitments to the organization (beyond an individual gift) typically incurred by Board members? (check all that apply)

- Buy benefit ticket/table
- Contribute money or goods to Board meetings
- Host/pay for a board cultivation event
- Purchase subscription/membership
- Capital campaign gift
- Other (specify)

17. What activities are expected of Board members? (check all that apply)

- Attend meetings
- Attend programs/performances/exhibits
- Raise additional donations (beyond personal gift)
- Serve on a committee
- Public speaking
- Find/contribute auction items
- Annual retreat
- Advocacy
- Recruiting new Board members
- Other (specify)

18. Do you have a formal written document detailing roles and responsibilities for Board members and officers?

Yes (please include the document with your application) No

If YES: Is the document shared with Board members? Yes No

If YES: Is the document regularly reviewed by Board members? Yes No

19. Does your Board periodically complete a self-assessment? Yes No

20. Does your Board conduct an annual retreat? Yes No

21. Are any of the organization's founding members/artists currently on the Board? Yes No

22. Please give us a snapshot of your Board by recording the approximate number of Board members who currently bring each of the following skills to the organization. (You can count a Board member more than once.)

- | | |
|--|---|
| <input type="checkbox"/> Academics/Education | <input type="checkbox"/> Human Resources Management |
| <input type="checkbox"/> Accounting, Financial Management/Planning | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Advocacy and Public Policy | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Architecture/Space Planning | <input type="checkbox"/> Organizational Management |
| <input type="checkbox"/> Arts/Nonprofit Management | <input type="checkbox"/> Public Relations, Marketing or Market Research |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Real Estate Management |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Strategic Planning & Program Development |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Other: |

23. Please record the number of your organization's Board by gender:

- Male
- Female

24. Please record the number of your organization's Board members that fall into each of the following age groups:

- Under 25 years
- 25-34
- 35-44
- 45-54
- 55-64
- 65+ years

25. Please record the number of your organization's Board members that fall into each of the following employment status categories:

- _____ Employed full-time by a company/organization
- _____ Employed part-time by a company/organization
- _____ Self-employed
- _____ Homemaker
- _____ Retired
- _____ Student
- _____ Not employed

26. Please record the number of your organization's Board members as they would identify themselves relative to each of the following categories of race/origin.

- _____ Caucasian
- _____ African American
- _____ Native American
- _____ Latino
- _____ Asian
- _____ Pacific Islander/Hawaii Native
- _____ Multi-racial/multi-ethnic

27. How do new members join your Board?

- _____ Nominated by Nominating Committee and elected by full Board?
- _____ Nominated by any member and elected by full Board?
- _____ Appointed by President/Chairperson
- _____ Informally asked to join without a vote

28. Are new Board members added only at a designated time?

Yes

No

If YES: When do elections/appointments occur? _____

29. Please indicate the three top skill sets you are looking to recruit in a new Board member (please indicate by number of preference).

- | | |
|---|--|
| _____ Academics/Education | _____ Human Resources Management |
| _____ Accounting, Financial Management/Planning | _____ Information Technology |
| _____ Advocacy and Public Policy | _____ Legal |
| _____ Architecture/Space Planning | _____ Organizational Management |
| _____ Arts/Nonprofit Management | _____ Public Relations, Marketing or Market Research |
| _____ Event Planning | _____ Real Estate Management |
| _____ Fundraising | _____ Strategic Planning & Program Development |
| _____ Grant Writing | _____ Other: _____ |
| _____ Graphic Design | _____ Other: _____ |

30. Why is your organization interested in the BUSINESS ON BOARD program?

31. What do you consider to be the 3 major challenges currently facing your organization?

32. Please include your schedule of Board Meeting for the calendar year.

COMMITMENT

SIGNATURE OF PERSON COMPLETING THE FORM

DATE

SIGNATURE OF BOARD PRESIDENT

DATE

Please complete and return with your resume to:

ARTS & BUSINESS COUNCIL OF GREATER PHOENIX

2942 N. 24TH Street, #104, Phoenix, AZ 85016

(602) 234-4711; fax (602) 234-4722

Email: info@artsbusinessphoenix.org

Website: www.artsbusinessphoenix.org