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About Space 4 Art

Founded in 2009, Space 4 Art is a creative incubator where artists of various disciplines, cultures, and backgrounds come together to inspire one another and collaborate. Our mission is to establish a dynamic creative center where artists live, work, mentor youth, and interact with the community in an innovative and educational environment. Our goals are to:

1) Provide affordable spaces for artists to live and work in community, in order to:

- attract more artists to San Diego
- grow the city's arts and culture scene
- kindle the creative economy

2) To build an Arts Center that is:

- wholly owned
- multidisciplinary
- community-based

Our Arts Center will affordably house and showcase artists of all disciplines, serve as an arts education and resource center, and provide cutting-edge cultural offerings for the region.

For the past 14 years, we have saved San Diego artists hundreds of thousands of dollars in rental costs. Our current rental rate for live/work space is less than half the cost of the average residential rental in San Diego County. Our rate for work studios is about 40 percent below the average cost for local commercial space. Artists have access to communal space and a wood/metal shop. All utilities and high-speed internet are included.

Space 4 Art pays artists to offer meaningful, mentor-based arts classes to students in underserved neighborhoods, at no cost to the students. Through our innovative "STEAM to the Streets" program, we combine STEM+Arts with project-based learning to help students acquire skills, engage with the arts, and increase civic engagement. We believe art empowers all of us, and that inclusive, culturally sensitive art-making leads to healthy growth in marginalized communities.

Board Secretary - Role Description

As we step into our 15th year in 2024, Space 4 Art is looking to grow its executive leadership, specifically in the role of Board Secretary. The board secretary plays a vital role in aligning activities with our mission and strategic goals, authoring and distributing detailed minutes, documents, and reports, and maintaining tax-exempt status and adhering to specific tax regulations.

The board secretary will also help to hold all board members accountable for their work, and ensure that the board is practicing effective governance and adhering to the organization's bylaws.

RESPONSIBILITIES

In accordance with Space 4 Art's Bylaws, the responsibilities of the Board Secretary include:

- **Bylaws:** The Secretary shall certify and keep or cause to be kept the original or a copy of these Bylaws, as amended to date, at the principal office of the Corporation.
- **Articles:** The Secretary shall keep or cause to be kept a copy of the Articles of Incorporation, as amended to date, at the principal office of the Corporation.
- **Minute Book:** The Secretary shall keep or cause to be kept, at the principal office or other place ordered by the Board, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice given of the meeting, the names of those present at Board and committee meetings, and the proceedings of the meetings
- **Notices:** The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees of the Board that the Bylaws or any law require be given.
- **Corporate Records:** Upon request, the Secretary shall exhibit or cause to be exhibited at all reasonable times to any Director, or to his or her agent or attorney, these Bylaws and the minute book.
- **Other Powers and Duties:** The Secretary shall have other powers and perform such other duties as prescribed by the Board. In absence or disability or refusal to act of the Chairperson, the Secretary shall perform all the duties of the Chairperson and when so performing shall have the powers of and be subject to

all the restrictions of the Chairperson. In the absence of the Chairperson, the Secretary shall preside at all meetings of the Board.

Additional responsibilities not defined in the Bylaws will include:

- Maintain Org Chart & Board Contact Information, ensuring all contact information is up-to-date and available to board members and administration
- Hold fellow board members accountable by keeping attendance, participation and contribution records and working with Board President to make sure all tasks are being completed
- Track board member terms and confirm ongoing service
- Orient new board members & maintaining board onboarding documents

SKILLS & EXPERIENCE

- Strong communication skills: Be an active conduit for communication between board and committee members, proactively collaborating to set up meetings, giving proper notice of any meetings, and promptly distributing materials like agendas and minutes.
- Prioritization: Organized and effective management of tasks with an ability to see projects through to completion, keep collaborators apprised of progress, and delegate tasks to other board members, will be an essential component of this role.
- Familiarity with Nonprofit Governance: The successful candidate in this role will develop a deep-rooted knowledge of our organization's records and governing documents. They will provide advice and resources to the board when relevant topics or questions arise. They will develop a higher level of understanding of the nonprofit's mission to easily provide strategic information to other board members.