

BOARD DESIGN JOB RESPONSIBILITIES

Document/Revision Number: HR007 01	Description: Job Responsibilities for Board Design
Prepared By: Advisory Board	Approved By: United Board
Revision Date: February 6, 2025	Sheet 1 of 1

POSITION OVERVIEW

The Board member over Design will work towards building a public art policy to present to Helper City Council for approval and adoption. They will consult with board members and community members to understand design needs which build on the cohesive vision in place. They may be asked to assist in design efforts for promotion or marketing of Main Street activities and to liaise with Helper City's Historic Preservation Commission. This will take approximately 10 hours a month.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Works closely with the board member over design efforts which may include events or service projects to improve the community.
2. Works closely with the city regarding public art policy.
3. Attends events and supports activities.
4. Raises income through donations, grants and other avenues.
5. Maintains visibility in the community and transparency of activities conducted by the organization.
6. Oversees all design aspects of the organization.

MINIMUM QUALIFICATIONS

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.