

Forecast Public Art Secretary Job Description

Organization Summary

Forecast Public Art is a non-profit arts organization that fosters dynamic, inclusive and resilient communities through public art, community-engaged design and transformative placemaking.

Public art plays a crucial role in shaping our culturally vibrant and sustainable communities. Artists of all disciplines are treating public space as a venue for creative experimentation. Public art offers opportunities for community collaboration, for ideas to shape our environment, and to influence change. The definition is always expanding — performance art, interventions, land art, and wrapped buildings are just some examples — and artists are redefining public art every day.

Forecast Public Art was one of the country's first non-profit organizations dedicated to advancing the field of public art, and today we remain at the forefront of public art innovation, advancing the field of public art locally and internationally. At Forecast, we:

- Offer a wide range of [consulting](#) expertise to communities seeking help with planning public art projects that express a community's sense of place and pride.
- Support [artists](#) with grants, professional development opportunities, and technical assistance as they grow and develop their careers.
- Publish our award-winning magazine, [Public Art Review](#) — the world's leading publication devoted to contemporary public art.
- Expand [learning](#) about public art concepts and processes, inspiring and empowering professionals by promoting creativity, critical thinking, and the principles of civic engagement.

Plus [weblink](#)

Location: Twin Cities

Category: Administration and Management

Job Type: Board Secretary

Hours: 2+ hours per month + quarterly board meetings

Activity Area: Arts, Culture and Humanities

Closing Date: Open Until Filled

Salary: Volunteer

Primary Duties:

The Secretary of the Board is a critical position in that it is responsible for overseeing board communication and record maintenance. The Secretary manages all administration and ensures the safety and accuracy of all board records in conjunction with Forecast Staff and the Board Chair and Treasurer. The Secretary is a member of Forecast's Governance Committee. It is expected that the Secretary will attend all board meetings and will provide cover in their absence.

The Board Secretary is responsible for oversight of the following:

- Provide notice of meetings including sending the agenda and matters for consideration and review to board members with at least one week notice prior to board meetings – this is done in partnership with the Board Chair and Executive Director plus administrative staff.
- Ensure minutes are taken of quarterly meetings, reviewed for accuracy, critical actions are summarized and noted separately and that minutes are available for board members for review and approval at subsequent board meeting. We currently have a non-board member volunteer take minutes leaving the Secretary available for discussions and business during meetings.
- Oversee the maintenance of the board’s records and administrative materials (via Google drive) and able to advise and provide resources to the board on relevant matters such as legal requirements of the board and associated filing (i.e. tax records, board resolutions, Secretary of State filing). Administrative staff and board members with legal expertise will help support this work.
- Maintain board’s records and archives – banking and tax documents, approved board resolutions, articles of incorporation, Secretary of State annual filing, by-laws and board member binder contents, etc. Executive Directors and Administrative staff will assist with this.
- Provide legal counsel to the board on required matters (directly or via a board member with legal expertise) such as:
 - Ensuring that the board of Forecast Public Art comply with all required notices with support from administrative staff.
 - Responsibility for meeting legal requirements such as filing deadlines in conjunction with the Governance Committee and administrative staff.
- Ensure records and archives are current and accessible to board members and members of the public as required.
- Review and amend documents as necessary and in support of the board’s work and agenda.
- Assume the responsibilities of the Chair in the Chair’s absence.

It is the duty of each board member to know, understand and be committed to the mission of FPA. Each board member is expected to plan, govern and take action based on that mission. Specifically, board members are expected to:

- Attend all Board meetings – (quarterly, in Forecast’s St. Paul offices or remotely) and attend or support two annual fundraising events (Forecast throws the best parties!) and is available for special projects as needed.
- As a member, participate in monthly Governance Committee meetings.
- Oversee the legal and corporate existence of Forecast Public Art; ensuring that all legal requirements for the conduct of business are met.
- Review, oversee and monitor the performance and standards of the organization.
- Represent Forecast Public Art (FPA) to the community at large, including recruiting other board and committee members and using networks to further FPA’s mission through fundraising and events.

- Select, employ, evaluate, support and terminate the Executive Director. Actively participate in recruitment, selection and development of Board members.
- Approve and monitor the corporate finances of the organization. Ensure that sufficient funds are available for the organization to meet its obligations and objectives.
- Contribute a financial or in-kind gift to the organization on an annual basis at a level reflective of personal means.
- Serve up to three, 3-year terms.
- Adhere to FPA's by-laws and board member manual.
- Be willing to invite your networks to engage with Forecast and its mission.

Experience:

In addition to a passion for public art, community engagement or creative placemaking, the successful candidate will have:

- Orientation to details.
- Organizational skills to store, maintain and track records and recurring deadlines.
- Familiarity with Google docs a plus.
- Non-profit board experience (preferred).

How to apply: Please send your resume, and a statement of why you are interested in this position to chair@forecastpublicart.org

It is our value at Forecast Public Art that our staff, board members, grantees, applicants and panelists reflect the racial, cultural, gender, artistic, and geographic diversity of our state, and the stories and perspectives of the artists and communities we serve through public art. ***Applicants reflecting the diversity and cultures of the communities we serve are strongly encouraged to apply.***