

Role Description – DIRECTOR, Non-Officer

Time Period for Role: Elected, 2 year time limit with max 10 year limit

Committees: Any Committees depending on need, special skills, and interests

Purpose: To be the hands of the organization. To carry out the mission of the organization both operationally and strategically.

Bylaws (August 2018) Definition: The Polish American Cultural Institute of Minnesota Board of Directors shall consist of 7-11 persons, including the (4) officers.

Responsibilities to the Organization:

- Serve in good faith.
- Attend monthly board meetings or obtain excused absences when unavailable.
- May lead major event(s) or play a key role to ensure their success.
- Assist at events as needed, even if not on that event's team.
- Provide a sounding board for event managers regarding event details.
- Act as a face of the organization at events.
- Identify and implement ways to promote and grow the organization.
- Identify and implement ways to improve efficiency and reduce costs for the organization.
- Build relationships with other individuals and groups in the community which are interested in Polish culture.

Desired Outcomes and Performance:

- Successfully manage one profitable event per year.
- Assist in at least one profitable event per year.
- Identify and implement one improvement to the organization.
- Make the organization better by his/her involvement.

Competencies Needed to Succeed (Knowledge, Skills, Education, Experience):

- A sincere interest to promote the mission and vision of the organization.
- Ability to support others and provide recognition.
- Ability to interact successfully with a wide group of people and interest them in the organization's mission (i.e. PACIM members, event attendees, community members, and other corporate and non-profit organizations).

- Able to manage an event (i.e. budget, plan steps, manage a team, organize venue and supplies, arrange publicity, track expenses and profits, document results).
- Able to identify their own strengths and how they could be used to benefit the organization (i.e. creative, artistic, financial, reconciliations, language, community knowledge, etc.).
- Polish language ability is helpful but not required.