

Board Member Contract

As a board member, I, _____, hereby agree to the following:

Section 1: Roles and Responsibilities

1. Commit to one full year of volunteer service to the International Society of Caricature Artists, which spans from the last day of the annual ISCAcon to the last day of ISCAcon the following year.
2. Attend every mandatory scheduled board meeting.
 - a. 1st Tuesday of every month (unless another agreed upon time is established)
 - b. If you cannot attend, let your fellow Board Members know. Commit to reading the meeting notes and following up with assigned tasks and vote by proxy when needed.
 - c. More than 4 missed meetings will result in a Performance Review
3. Chair a minimum of one ad-hoc or standing ISCA Committee.
4. Commit *a minimum* of 8 hours per month to working on ISCA duties and tasks, in addition to attending the monthly Board of Directors meeting. This applies to all assigned tasks AND any self-appointed projects. Priority tasks will be determined at each board meeting.
 - a. Tasks may include but are not limited to:
 - i. Proofread ISCA blog posts, newsletters and Exaggerated Features publications, at the request of the editor.
 - ii. Coordinating with fellow board members to find speakers, sponsors, and auction pieces for the annual conference.
 - iii. Taking meeting notes.
 - iv. Maintaining/monitoring any online forums, groups, servers, social media accounts or events promoted or managed by ISCA.
 - v. General business as outlined in the ISCA Annual Checklist.
 - b. Follow up in a timely manner. Typically results/status updates are expected at the following board meeting.
5. Attend the ISCA Annual Conference and assist in running it.
 - a. Arrive at least one day prior to begin setup (picking up equipment from storage, setting up the competition hall, prepping goodie bags) and help pack up the day after.
 - b. Assist in every aspect of the con, starting with registration all the way through the awards banquet setup.
 - c. Attend all seminars, workshops, meetups, and any other sponsored events to monitor and assist attendees and speakers.
 - d. Prioritize the success of the event and the satisfaction of members over your own wall. It is encouraged for board members to create and hang artwork, but only once all other obligations are met.

6. Uphold the values and mission of the International Society of Caricature Artists in your public demeanor
7. Stay informed about what is going on in the organization and excuse oneself from discussions and votes where there is a conflict of interest

Section 2: Board Member Benefits

1. Annual membership dues waived
2. ISCAcon registration fee waived
3. One Day Pass valid from Sun-Thur of ISCAcon (does not include Friday banquet) for a person of your choosing
4. Premium room reserved at ISCAcon resort* (availability permitting)
 - a. *Travel and lodging costs are still the responsibility of the individual. However a stipend may be granted upon recommendation by the Budget Committee and approval by the Board.
 - b. *Room upgrades vary by resort. "Premium" may refer to size/capacity of the room, extra amenities not available in standard rooms, or priority location in the vicinity of the ballroom.
5. 30% Discount on sponsorship fees
6. Personalized email address on caricature.org
7. The satisfaction of knowing you're supporting the caricature community year round.

Section 3: Policies

1. Confidentiality Policy
 - a. Board Members shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Board Members shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Board Members may discuss the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.
2. Conflicts of Interest Policy
 - a. Read Article X of Bylaws (linked after completion)

Section 4: Annual Statements

1. I have read and understand the above roles, responsibilities, benefits, and policies.
2. I agree to comply with the above roles, responsibilities, benefits, and policies.

3. I understand the Organization is a non-profit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

If you realize you are no longer able or willing to fulfill your duties, we would much prefer you let us know so that we may figure out the best path forward. In accordance with ISCA Bylaws Article V, Section 4: Any Director may resign at any time by notifying the Board of Directors in writing. Such resignation shall take effect at the time specified therein. Acceptance by the Corporation or the Board of Directors of such resignation shall not be necessary to make it effective. Article V, Section 5 states: Any Officer or agent appointed by the Board of Directors may be removed, with cause, by the affirmative vote of the Board of Directors, which decision must be unanimously approved by the Executive Committee.

Signature: _____ Date: _____