

# MULTNOMAH COUNTY CULTURAL COALITION

## Committee Job Description & Member Agreement

***Multnomah County Cultural Coalition's mission is to foster a community that is opportunity-rich in cultural offerings, increasing the likelihood of cultural participation among the broadest possible spectrum of County residents.***

### **SUMMARY**

Members of the Multnomah County Cultural Coalition (MCCC) are stewards of the organization. They serve three-year terms and provide leadership, make policy and have ultimate fiscal and ethical responsibility for implementing the Coalition's mission.

### **COMMITTEE MEMBER RESPONSIBILITIES**

#### Fiscal and Financial

- Responsible for the prudent fiscal oversight of MCCC funds and expenditures.
- Provide oversight for the funds distributed to MCCC from the Oregon Cultural Trust (OCT).
- Responsible for the successful dissemination of funds through community grants.

#### Policy and Organization Oversight

- Assist in policy development and participate in all deliberations and decisions affecting MCCC.
- Participate in reviews of MCCC's mission, vision, programs and services.

#### Commitment

- Attend quarterly committee meetings for a three-year term.
- Take leadership roles during each term by participating as one of the following: Co-chair, Treasurer, Secretary, Grants Chair, Outreach Chair.
- Participate in sub-committees, special events and other related events as needed.
- Use professional skills and experience to assist MCCC in meeting its goals (i.e., legal, education, marketing, budget, financial management, community networking, etc.)
- Share distinct point-of-view during discussions and decision-making.

### **QUALIFICATIONS**

- A passion for the mission, programs and services of Oregon Cultural Trust and Multnomah County Cultural Coalition.
- Commitment to contribute to Oregon Cultural Trust.
- Willingness to commit 2-6 hours quarterly for committee meetings and to serve on the Grants panel at least once.
- Pledge to treat all information in a confidential, ethical manner and to avoid any conflicts of interest.

Multnomah County Cultural Coalition

### **Committee Member Agreement**

*If elected as a committee member, I agree to support and uphold the mission of the Multnomah County Cultural Coalition. I am committing to all of the responsibilities and expectations described above. If I am unable to meet my obligations, I understand that I may be asked to offer my resignation.*

\_\_\_\_\_  
Member printed name

\_\_\_\_\_  
Member signature and date

\_\_\_\_\_  
MCCC Chair signature of acceptance and date