

ARTS BOARD ADVISOR NOMINATION FORM

Join the process by becoming an Arts Board volunteer advisor!

WHAT IS THE MINNESOTA STATE ARTS BOARD?

The Minnesota State Arts Board is a state agency dedicated to ensuring that all Minnesotans have the opportunity to participate in the arts. The agency receives an appropriation from the Minnesota State Legislature, which is supplemented by funding from private foundations and the National Endowment for the Arts. The Arts Board offers grants, services, and other resources to individual artists, arts organizations and programs, and schools throughout the state.

WHAT IS AN ARTS BOARD ADVISOR?

Each year, the Minnesota State Arts Board uses the services of more than 100 volunteer advisors, who review grant applications, conduct site visits, make funding recommendations, advise the Arts Board on policies, and select artwork for purchase or commission at public building sites. All advisory panel and committee meetings are open to the public. Advisors are reimbursed for travel and expenses, but are not compensated for their services.

Advisory panels and committees are made up of artists, arts professionals, community members and others actively involved in the arts. Advisors are appointed by the board for one-year terms, and may be reappointed to the same panel or committee for up to three consecutive years.

The Arts Board uses an open nomination process to identify potential advisors. Individuals may nominate themselves, or others, who fit the profile below.

ARTS BOARD ADVISOR PROFILE

Nominees should be at least eighteen years of age, live in Minnesota, and have experience in one or more of these areas:

- an artistic discipline;
- arts education;
- aesthetic decision making;
- financial or organizational management of nonprofit organizations;
- public art issues and acquisition procedures; or
- community-based arts projects.

Advisors need to have outstanding knowledge and professional qualifications in the arts, familiarity with Minnesota's arts community, and the ability to work well in a group. In addition, the Arts Board looks for advisors who are willing to commit time and energy to the review process and who exhibit sensitivity in making constructive critical judgments. To help reflect the diversity of the state, the Arts Board considers gender, geographic representation, and cultural background when appointing advisors. In addition, the agency seeks balance among the professional groups encompassed by the arts, such as practitioners, administrators, and educators.

HOW MUCH TIME DOES ADVISORY SERVICE TAKE?

The time commitment depends on which grant panel or committee the advisor serves. Most Arts Board grant review panel meetings span two working days, and involve several hours of reading (orientation materials and grant applications) prior to the meeting. Some grant review panels, require a longer time commitment—possibly three or four full days—because they include site visits or interviews with applicants. Prose, poetry, theater and film/video/screenwriting grant panels also take extra time to read and evaluate manuscripts from each applicant.

The Percent for Art in Public Places program convenes a site selection committee for each state building project involved in the program. Committees generally meet from three to five times over the course of a one-year period. Meetings are held in the communities where the state buildings are being constructed, and average three hours in length. Members are expected to study orientation materials in advance of the meetings.

WHAT HAPPENS WHEN I SUBMIT A NOMINATION?

The Arts Board creates a file for each nominee that includes his or her completed nomination form and resume. The nominee will be considered for appointment as vacancies occur. If the nominee is interested in serving on a particular panel or committee, she or he should check the appropriate box on the nomination form. Otherwise, the nominee will be considered for panel positions based on his or her background and experience.

Being nominated does not guarantee that one will be appointed to serve on a panel or committee. Nominees who are being considered for appointment will be contacted by phone or mail. If they are not selected within twelve months, they will be offered an opportunity to update their nomination forms.

Nomination information is included on the agency's general constituent database. Under Minnesota Statutes, Arts Board information is public data and must be open to public inspection.

WHAT ABOUT CONFLICTS OF INTEREST?

The Arts Board has strict rules governing conflict of interest to ensure fairness in the grant review process. Panelists are requested to declare any conflicts of interest prior to any discussion. Declaring a conflict does not mean that an advisor cannot serve; it merely means that the advisor must leave the room during the time that application is being discussed, and may not vote on that application.

No advisor may serve on a panel or committee in which he or she has an application pending.

Conflicts of interest include:

- **Receiving direct financial benefit** from an applicant organization or a project being reviewed;
- **Serving as an employee or governing board member** of an applicant organization being reviewed;
- **Serving with or without pay as a consultant** to an applicant, on the application being reviewed;
- **Familial relationship** with an applicant, staff, or board member of an applicant organization.

Advisors who feel unduly biased or have a personal affiliation with an applicant are expected to declare an "apparent" conflict of interest. Apparent conflicts of interest include nonfamilial cohabitants, as well as significant adversarial or advocacy relationships in which an advisory's ability to be impartial is impaired.

EQUAL OPPORTUNITY AND ACCESS

Equal opportunity to participate in and benefit from programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access or employment.

All panel or committee meetings are held in accessible locations.

Upon request, Arts Board materials will be made available in an alternate format.



Use this form to nominate yourself or another person as a Minnesota State Arts Board advisor. The information provided will be used to evaluate qualifications of potential advisors, to contact the nominee, and if the nominee is appointed, to update the Arts Board's administrative records.

1. NOMINEE INFORMATION

LEGAL NAME _____

ALTERNATE NAME (IF ANY) _____ USE THIS NAME FOR PUBLICITY PURPOSES

ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS (IF DIFFERENT) _____

DAY PHONE _____ OTHER PHONE _____ FAX _____

E-MAIL ADDRESS _____

2. QUALIFICATIONS List below or check: See attached resume

a. Professional Experience

ORGANIZATION	TITLE	DATES
TASKS		
ORGANIZATION	TITLE	DATES
TASKS		

b. Education

INSTITUTION	DEGREE	DATE
INSTITUTION	DEGREE	DATE

c. Honors and Awards

HONOR/AWARD	AWARDING ORGANIZATION	DATE

3. ARTS BOARD SERVICE

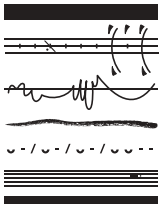
Has the nominee ever served on an Arts Board panel or committee?

No Don't Know Yes Category and fiscal year(s):

4. INTEREST IN ARTS BOARD GRANTS

Check categories the nominee is most interested in serving as an advisor (check as many categories as you wish)

- | | |
|---|---|
| <input type="checkbox"/> Artist Grants (check discipline) | <input type="checkbox"/> Arts in Education |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Cultural Community Partnership |
| <input type="checkbox"/> Media Arts | <input type="checkbox"/> Institutional Support |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Series Presenter Support |
| <input type="checkbox"/> Theater Arts | <input type="checkbox"/> Percent for Art in Public Places |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Art of Recovery |
| <input type="checkbox"/> Prose | |
| <input type="checkbox"/> Poetry | |
| <input type="checkbox"/> Music | |



MINNESOTA
STATE ARTS BOARD
Park Square Court
Suite 200
400 Sibley Street
Saint Paul, MN
55101-1928

5. INTEREST IN THE ARTS

PRIMARY AREA OF INTEREST IN THE ARTS _____

Circle additional areas of expertise

- | | |
|---|---|
| <input type="checkbox"/> Artist: Avocational | <input type="checkbox"/> Educator: Administrator, K-12 |
| <input type="checkbox"/> Artist: Professional | <input type="checkbox"/> Educator: Administrator, Postsecondary |
| <input type="checkbox"/> Design Professional | <input type="checkbox"/> Educator: Teacher, K-12 |
| <input type="checkbox"/> Arts Critic | <input type="checkbox"/> Educator: Teacher, Postsecondary |
|
 | |
| <input type="checkbox"/> Nonprofit: Professional Administrator | |
| <input type="checkbox"/> Nonprofit: Professional Artistic Staff | |
| <input type="checkbox"/> Nonprofit: Board Member | |
| <input type="checkbox"/> Nonprofit: Volunteer | |
| <input type="checkbox"/> Other (99) _____ | |

6. CULTURAL/PERSONAL CHARACTERISTICS (optional)

Please check any and all racial / ethnic groups with which you identify

- American Indian/Alaskan Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other (99) _____

- Gender: Male Female
- Also mark these items if they apply
- Disability _____
 - Older Adult (S) (60+)
 - Veteran (V)

7. REFERENCES

List the names and daytime phone numbers of three professional references.

NAME _____	TITLE _____
ORGANIZATION _____	DAY PHONE _____
NAME _____	TITLE _____
ORGANIZATION _____	DAY PHONE _____
NAME _____	TITLE _____
ORGANIZATION _____	DAY PHONE _____

FOR OFFICE USE ONLY:

STAFF _____ F OPEN NOM _____

PANEL _____ F STAFF _____

MTG DATE _____ RECRUIT _____

PROGRAM FY _____ F OTHER _____

TERM _____ F1 F2 F3 _____

F POSSIBLE CONFLICTS: _____

F WITHDRAWN/REASON: _____

NOMINATOR INFORMATION

Please complete this section if you are nominating someone other than yourself.

NOMINATOR (PRINT) _____

ORGANIZATION _____

ADDRESS _____

SIGNATURE _____ DATE _____

MAIL OR FAX THIS FORM AND RESUME TO:

Minnesota State Arts Board
Park Square Court, Suite 200
400 Sibley Street
Saint Paul, MN 55101-1928
Fax (651) 215-1602