

## Section 8

### FY13 Expansion Arts Narrative Outline (Year 2)

Provide a full but concise summary of the status of your board development and strategic planning in the order presented below. Follow the topic suggestions as indicated below to focus your remarks, and use a font that is no smaller than 10 point Verdana or Times New Roman 12. The Narrative file should be at least seven (7) pages, but no more than twelve (12). Save your summary as a separate file on the computer disc or flash drive you are asked to submit for the application package.

1. Provide a summary of the training and orientation processes used when you hired your executive director. What systems do you have in place for evaluation and supervision? Include copies of any evaluation instruments as part of this file. Include a copy of the executive director's job description that reflects his or her role in implementing your strategic plan.
2. Provide a summary of the status of your board development. Describe the plans and timeline you have for recruiting new board members.
3. Summarize any systems you have in place to orient, educate, and nurture board members.
4. Indicate how involved board members will be in implementing your strategic plans and specific goals. Attach job descriptions for board members and committees that reflect the goals of your strategic plan.
5. Provide a summary of your strategic planning processes and timeline. Who was involved? How did you involve stakeholders—donors, volunteers, artists, audience members, etc. Include copies of any survey instruments or focus group questions you used.
6. How and when will you evaluate the achievements of your strategic planning activities and objectives?