



## Board Member Position Description

**Purpose:** To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development and oversight of the conduct of the business of the Academy of Children's Theatre and its staff. To raise funds in support of the theatre's programs, events, and activities.

**Term:** Election to a three year term (except when filling an unexpired term).

### Criteria:

- Be informed about the organization's Vision, mission, services, and policies. Be familiar with the bylaws. Keep your Board "files" up-to-date by adding new material as you receive them. Be willing to promote the goals and objectives of Academy of Children's Theatre in the community.
- Possesses professional expertise and influence needed to provide balance to the Board's membership.
- Be willing to make a personal financial contribution at a level that demonstrates your personal commitment.
- Able and willing to serve effectively as a public representative of the organization and involve others in the Academy of Children's Theatre.

### General Responsibilities

- Attend all special activities of the Board, including fundraising events and Board events, or retreats as may be planned.
- It is also important for Board Members to make an appearance or volunteer to help in the box office during the show season.
- Participates in fundraising for the organization.
- Get to know other committee members and build collegial working relationships
- Assist in the recruitment of volunteers, committee and board members to the organization
- Stay well informed about the organization by carefully meeting materials provided ahead of the meeting and come to the meetings prepared to have discussion.
- Take seriously the legal, fiscal, and ethical responsibilities the Board carries. Be aware of and notice community activities and legal/political developments which may impact the organization and/or its programs and bring them to the attention of the Board.
- Provide candid and constructive advice and comments.

### Specific Tasks

- Attends 10 of 12 board meetings and important related meetings and come to the meeting prepared to discuss the reports emailed prior. Advise the President if you are unable to attend a meeting.
- Participate regularly by attending committee meeting as assigned, orientation sessions and special meetings as appropriate.
- Commit to serve on at least two standing committees and accept special assignments when asked.
- Each board member is expected to vote their position after careful consideration of the issue.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Make a personal and/or business contribution to ACT's current support campaign and/or capital development needs, as well as, solicit funds from others in annual support and capital development campaigns.
- Promote the mission, goals, and objectives of ACT to increase public awareness, understanding, and support of the organization.

**Time Demands**

**Regular Meetings**

Monthly board meetings

Committee meetings

**Estimated Time Demands**

2 hours/ month

2 hours/ month (1hr per meeting)