



**Position Title:** Board Member @ large

**Reports To:** Board President

**Time Commitment:** 5–10 hours/month (varies by role and season)

**Length of Term:** 3-years with one additional 3-year term available

### **Overview**

As a board member of a community theater with no paid staff, you will play a vital role in both the **governance** and **day-to-day operations** of the organization. In addition to strategic oversight, board members are hands-on contributors who help run productions, manage logistics, and sustain the organization's mission to provide quality live theater to the community.

### **Key Responsibilities**

#### **Governance & Oversight**

- Ensure the theater operates in alignment with its mission and bylaws.
- Attend and actively participate in board meetings (monthly or as scheduled).
- Participate in setting strategic direction and annual goals.
- Approve budgets, oversee financial health, and ensure proper stewardship of resources.
- Ensure compliance with legal and regulatory obligations (e.g., 501(c)(3) requirements).

#### **Operational Support**

- Lead or assist with key operational functions such as:
  - Selecting annual production season
  - Hire Producer & Director for each of the productions
  - Promote productions, Marketing and publicity
  - Fundraising and donor outreach
  - Facilities management (if applicable)

#### **Ambassadorship & Community Engagement**

- Promote the theater within the community.
- Serve as a liaison to community partners, sponsors, and local organizations.
- Recruit volunteers and encourage community involvement.

### **Qualifications**

- Passion for live theater and a commitment to the organization's mission.
- Willingness to dedicate time, energy, and resources to the theater's success.
- Strong organizational, communication, or creative skills are a plus.
- Ability to collaborate and follow through on commitments.

### **Expectations**

- Make a personal financial contribution and support all fundraising efforts.
- Respond promptly to communications and follow through on assigned tasks.
- Serve on at least one committee or take on a leadership/support role in at least one production per year.
- Be a team player and advocate for the success of the entire organization.
- Attend productions, special events, and fundraisers including the annual cash raffle.