

## **ISLAND CITY STAGE RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

Election to the Board of Island City Stage carries the responsibility of trusteeship. The Board members are expected to support the Theatre with their time, thought and energy, as well as financially. At the heart of being a Board member is the viability and progress of the Theatre.

**BOARD MEETINGS:** Each member is expected to attend Board meetings. Board meetings are where and when all important decisions regarding the Theatre are proposed, discussed and decided upon. It is important that each member attends regularly in order to be kept informed of Board business and vote knowledgeably on issues brought before the Board. Attendance of two-thirds of the regularly scheduled meetings is expected. Meetings are traditionally held bi-monthly on the last Tuesday of the month, virtual or at a designated location (when possible).

**USE CONTACTS, TALENTS, AND INFLUENCE TO BENEFIT ISLAND CITY STAGE:** All of us have various contacts through work, neighborhood, place of worship, volunteer commitments and social functions. Quite a few of us have talents that we can use to help the Theatre. Use the contacts and talents to promote the Theatre. If you have talents that can be used at the Theatre, offer them. Use your influence with individual and corporate supporters and let them know that the Theatre is a vital part of our region and why they need to support or continue to support the Theatre. Use your talents, knowledge and community liaisons to promote and gain support for the Theatre.

**ATTEND THE THEATRE'S PRODUCTIONS AND SPECIAL EVENTS:** As active participants in the life of the Theatre, Board members are encouraged and expected to attend, in addition to our regular season productions, special projects, receptions and other events for the benefit and promotion of the Theatre.

**BECOME INFORMED ABOUT ISLAND CITY STAGE:** Board members should be knowledgeable of the staff and its operation and policies; and the Board and its responsibilities. Board members are encouraged to read plays and attend rehearsals. Volunteer at the Theatre by donor outreach, stuffing envelopes, ushering or working at the concession stand – there's no better way to learn the inner workings of the Theatre.

**FINANCIAL SUPPORT:** Each Board member is expected to assist in fundraising activities. Each member is asked to give or get a donation of \$1,200 or more. The goal of \$1,200 per member may be accomplished through direct contributions/fundraising, or through in-kind contributions or services such as assisting at the Theatre.

**COMMITTEE PARTICIPATION:** Each Board member is expected to serve or chair on at least one committee.

**EACH BOARD MEMBER IS A SPOKESPERSON AND ADVOCATE FOR THE THEATRE:** Always promote a positive image of the Theatre. If there is a criticism to be made, tell the appropriate person who can improve the situation. Constructive criticism is appreciated and worthwhile - negative criticism is not. We love the Theatre - let's make sure others do, too!

**All Board Members must sign appropriate documents regarding your participation on the Board (i.e Conflict of Interest, Confidential Policy, etc)**