



Audrey Herman Spotlighters Theatre Board of Directors Expectations

The Audrey Herman Spotlighters Theatre is a not-for-profit organization with a limited professional staff. Accordingly, the Board of Directors is a "working" board. Board members are expected to play a role in setting the strategic direction of the organization, provide oversight, and provide necessary guidance to help Spotlighters fulfill its mission. In addition, board members play an active role in implementing the strategic plan and in the operation of the theatre. An active board is essential to the theatre's stability, success, and growth.

Specifically, board members are expected to:

Attend regularly scheduled board meetings, avoid missing successive meetings, and make every effort to attend any special meetings of the board, which includes

- Contribute to Board meeting agendas

- Review Board meeting materials in advance of meetings

- Actively participate in Board meetings or by e-mail/phone as necessary to conduct the business of the board

Serve on one or more standing committees of the theatre, which includes

- Attend committee meetings

- Actively participate in committee discussions & projects

- Actively participate by e-mail/phone as necessary to conduct the business of the committee

Make an annual financial contribution to Spotlighters (of an amount significant for the Board member)

Be present at performances (including Opening Nights) and other theatre events and arts/culture events the community.

Participate in fund-raising efforts of the theatre. Participation can include:

- Planning, soliciting contributions for, or volunteering at fund raising events of the theatre

- Direct fund raising requests to individuals or corporations Identifying and/or applying for appropriate grants

Volunteer at Spotlighters during the season. Volunteer participation can include:

- Working box office or concessions during a performance

- Attending performances as a "Board Member"

- Serving as Production Producer/Liaison Staffing events, festivals or outside fund-raising activities

- Engaging in theatre clean-ups and other projects at the theatre Fund Raising / Development Research