

## EXPECTATIONS OF A BOARD TRUSTEE

- Be an advocate for the Old Town Playhouse (OTP) in the community
- Make connections within the community on behalf of OTP
- Attend Trustee meetings regularly
- Be informed on all programs at OTP
- Prepare for meetings and participate in discussions
  - Read entire board packet prior to the meeting
- Complete tasks between meetings
  - Serve on at least one committee during his/her term
- Provide for the financial stability of the theatre:
  - Be a member and make an annual financial contribution
  - Utilize business acumen to review monthly financials and annual 990 reports
  - Participate in Development functions
  - Assist with fundraising activities
- Attend OTP shows and special events
- Make an annual financial contribution to the theatre
- Say thank you to donors and volunteers of OTP
- View Board functions from a policy and governance perspective not management
- Conduct oneself with integrity and discretion regarding Board deliberations, particularly where there is conflict, and keep absolute confidentiality in regard to personnel issues. Failure in this regard could be cause for termination from the board.

## TRUSTEE JOB DESCRIPTION

- Govern the organization within the parameters of its Constitution and Bylaws and state and federal laws.
- Approve annual budget and provide financial oversight providing for financial stability of the theatre
- Evaluate progress toward achievement of long-range goals
- Approve show selection that is developed by Artistic Manager in conjunction with Artistic Committee and Tech Chair input
- Provide specific skills in at least one area of key responsibility: Finance, Strategic Planning, Personnel, Fundraising, Leadership
- Hire/evaluate the Executive Director