



## **Board Member Job Description**

### **Position Summary:**

The Board of Directors is the governing body of Promethean Theatre Ensemble, responsible for and actively engaged in providing the organization with fiduciary oversight, strategic leadership and vision. Championing Promethean's mission, vision and values, the Board promotes its programs within the community and draws needed resources to the organization.

### **Board Roles and Responsibilities:**

#### **Mission Oversight**

- Review and evaluate the mission on a regular basis.
- Ensure programs/activities align with mission.
- Bring vision to the organization.

#### **Legal/Fiduciary**

- Act in organization's best interest at all times.
- Ongoing financial oversight and assessment of controls.
- Ensure legal, regulatory and reporting compliance.
- Avoid conflicts of interest.

#### **Ambassador and Advocate**

- Generate enthusiasm for the organization and its programs.
- Ensure that word on the organization and its programs are reaching its constituents through the effective use of traditional and new media.
- Effectively communicate the essence of the organization to potential constituents and supporters.
- Build and maintain relationships between organization and the community.

#### **Resource Development**

- Assist with development of fundraising plan.
- Contribute by giving personally, soliciting individuals for contributions and pursuing strategic alliances. (For FY18 this includes a \$200 individual member donation and a \$2,000 collective give/get for the board as a whole.)
- Help to develop and evaluate earned income strategies.

## **Board Development**

- **Ensure strong Board leadership.**
- **Develop and implement ongoing recruiting process, orientation and Board training programs.**
- **Ensure that Board structure supports mission.**
- **Proactively plan for leadership transitions.**
- **Satisfy Board members' reasons for joining.**

## **Evaluation**

- **Assist with process to and evaluate and hire top Management.**
- **Establish challenging yet achievable objectives.**
- **Hold Board and Senior Management accountable for meeting objectives.**
- **Regularly evaluate individual Board Member and overall Board effectiveness.**