

Electric City Playhouse

Board Expectations

1. Maintain Membership in ECP

In order to be nominated and elected to the Board of Directors a person must be a member of ECP, which is defined as a person who holds a current season ticket. [ECP By Laws; Art IV. Sec 3. & Art IX.]

A Board Member will purchase a season ticket each and all years he or she serves on the Board of Directors. Such ticket will be purchased no later than the first regular Board meeting of the fiscal year.

2. Attend and Actively Participate in Meetings

Board Members are expected to attend monthly scheduled Board meetings as determined annually by the Board. A Board member who incurs three (3) unexcused absences from regular meetings in a twelve (12) month period shall automatically be removed from the Board. [ECP By Laws; Art VII. Sec 5.]

Absences from monthly Board meetings will be considered excused when the Board member provides notification in writing, via voice, or in person to the presiding officer four (4) hours or more prior to the scheduled meeting date and time and said reason meets one of the criteria: ill health of self or immediate family member, commitment for work, prior commitment to continuing education, and/or travel scheduled prior to setting of regular meeting dates for the year.

Board Members are expected to attend special Board meetings as determined necessary by the appropriate Executive Committee Members [ECP By Laws; Art VII. Sec 3] and when given adequate notice as determined by Board policy.

Board Members are expected to prepare for these meetings by reviewing materials and bringing the materials to meetings, using conversation as a core business practice, asking strategic questions, and participating in dialogue.

3. Contribute to the Effective Operation of the Board

This includes – but is not necessarily limited to the following:

- a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
- b. Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
- c. Support Board decisions once these are made.
- d. Support the organization's policies and procedures for conducting business.

4. Believe in and be an active advocate and ambassador for ECP's mission and vision.

To provide a variety of entertaining, quality experiences to a diverse spectrum of the community and surrounding areas; and to partner with other community organizations in our growth, outreach, and education of the arts. [ECP By Laws; Art II. Sec 1.]

To operate a theatre facility where quality theatre opportunities are created through the efforts and talents of community members. [ECP By Laws; Art II. Sec 2.]

This includes – but is not necessarily limited to the following:

- a. Continue helping identify new friends for ECP. Commit to make three new contacts per year.
- b. Be a good advocate by talking about ECP with anyone who is interested, Invite people for a tour, to an event, or to call the Office Manager for more information. Commit to one relationship building activity quarterly.
- c. Extend sincere thanks through sending thank you letters to donors and volunteers and thanking in-person whenever possible and appropriate.

5. Accept and Participate in Fiduciary Responsibility

Board Members supervise the financial obligations of ECP. [ECP By Laws; Art III. Sec 1.] Therefore it is the obligation of each Board member to stay informed and to participate in the budget-setting process and the oversight of income and expenditures on a regular basis. The Budget/Finance Committee will submit reports to the Board at monthly meetings for review and inspection. [ECP By Laws; Art X. Sec 4.]

Board Members will help support the charitable contributions operation of ECP. Specifically:

- a. Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
- b. Give an annual financial contribution to the best of personal ability.
- c. Participate in the fund development by taking on various tasks tailored to your comfort and skills.

6. Make a Personal Commitment to Volunteerism at ECP

Electric City Playhouse is a volunteer organization. Board Members are expected to model volunteerism as well as solicit volunteers from among the community and surrounding areas to support and further the mission and vision of ECP.

This includes – but is not necessarily limited to the following:

- a. Be available to serve as a committee chair or member. Be a prepared and active participant.
- b. Actively seek community members to serve on Standing and AdHoc Committees
- c. Actively promote productions by
 - i. Distributing printed advertising (posters, small cards)
 - ii. Word-of-mouth (inviting and encouraging ticket sales, soliciting sponsorships for productions, seeking out venues to speak on behalf of ECP)
- d. Personally volunteer to assist with productions
 - i. Volunteer for Front of the House support at least six (6) times per year (house manager, greeter, seater, concessions, and/or 50/50)
 - ii. Volunteer for Rear of the House support/assistance at least two (2) times per year (general organizing, set design/construction/painting/dressing/strike, props and costumes, production manager, light and sound operation, stage manager)

