

CHASKA VALLEY FAMILY THEATRE BOARD OF DIRECTORS PURPOSE & RESPONSIBILITIES

The purpose of the CVFT Board of Directors is to accept and act on the legal authority given them to govern and carry out the mission of the organization.

BOARD RESPONSIBILITIES

Fiscal Responsibility:

Each member of the board has fiscal responsibility for the organization. It is the duty of each board member to know the budget and take an active part in budget planning and oversight.

Legal Responsibility:

Each member of the board is legally responsible for the organization. It is the duty of each board member to understand their legal responsibilities, oversee and evaluate organizational policies and procedures.

Moral Responsibility:

Each member of the board is morally responsible for the organization. It is the duty of each board member to know, understand and be committed to the mission of the organization. Each board member is expected to govern, plan and take action based on that mission in its entirety.

CHASKA VALLEY FAMILY THEATRE - Board of Directors Code of Conduct

1. Board members provide oversight, set policy and strategic direction. All day to day operations, decisions, etc. are led, coordinated and implemented through the President and appropriate board and/or committee members.
2. All questions, operational issues, problems, staff issues raised by community stakeholders, the public, members, volunteers, etc. should be referred to the President, who will convene the Board of Directors or individual members, committees, or other constituents as deemed necessary to address and resolve.
3. New program requests, ideas, possible partnerships should be referred to the appropriate Officer or Committee head for consideration.
4. The Roles and Functions listing and the Board Committee Matrix will be used to direct communications and identify decision makers, at assure swift outcomes.
5. Board members, staff and volunteers should communicate in a positive manner when discussing programs, activities, decisions and policies with the public and stakeholders.
6. Board, staff and volunteers must keep confidential
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 - Donation sources and amounts (unless permission is granted to share)
 - Personnel issues (paid and volunteer), hiring, compensation, supervision issues
 - Membership information (unless permission is granted to share)
 - Planning and programming work in process, unless approved for communication
 - Other issues, actions and decisions as identified by the Board and/or President
7. All communication shall be respectful and represent the best interests of the organization and its mission. Gossip is not in the best interest of the CVFT, and detracts from our credibility.
8. All written and electronic communication to the public and organizational stakeholders should be approved by the appropriate committee head, Officer, or President. The Board shall approve all appropriate public announcements by the organization.

CVFT BOARD OF DIRECTORS - ROLES AND FUNCTIONS

Executive & Administration

- Mission & Purpose: Manages vision, mission, core values, and bylaws documents
- Organizational Planning: Develops annual and long-range goals and sets priorities
- Progress: Monitors organization's progress; ensures policies and procedures are in place
- Annual Calendar: Develops and maintains annual calendar of events, meetings, etc.
- Succession Planning: Recruits and encourages participation in leadership activities for future
- Grants: Identify and develop ongoing grant funding to meet capital or operating expenses

Personnel & Policy

- Documentation: Maintains documents e.g., Board of Directors book, Welcome Packet, etc.
- Policies: Draft and maintain policies – compensation, casting, ticketing, behavior, etc.
- Job Descriptions: Ensure stipend agreements/pay matrix are regularly reviewed and maintained
- Facility Liaison: Maintains relationships and agreements with ISD 112 and Community Center
- Legal: Maintains 501 (c)(3) status and ensures CVFT remains in compliance with all laws
- Background Checks: Perform and maintain background checks on board and key staff

Finance & Development

- Budgeting: Preparation of annual budget, and reporting of ongoing budget performance
- Revenue & Expenses: Deposits and disbursements, vendor payments, monthly reporting
- Account Management: Banking/debit, Credit card processing,
- Ticketing: Management of vendor (tix.com) account and box office processes/staffing
- Compliance: IRS 990 submission, credit card security (PCS), Dept. of Commerce, audits
- Leasing & Insurance: Warehouse lease and insurance policy management
- Fundraising: Coordinates annual fundraising efforts & donor tracking/management

Programming & Education

- Productions: Review, selection, and scheduling of season productions/programming
- Youth Programs: Selection/scheduling and administration of summer theater arts camp/s
- Surveys: Develop, administer, manage, and report Participant and Audience survey information
- Training & Workshops: Identification and training of artistic and technical staff, other programs
- Royalties: Manage performance licensing with theater libraries for scripts and music
- Rental Management: Maintains inventories; manages costume/prop/equipment loan and rental
- Archive: Maintain archive of production programs, videos, photos, and other items

Marketing & Communications

- Brand Management: Control CVFT image and brand, logo, promotions, etc.
- Event Management: Schedules/staffs for promotions, outreach events, and productions
- Publicity: Writes and reviews all press releases and public information going out from CVFT
- Communication: Manage and maintain web site, social media, email marketing, newsletter
- Volunteer Management: management & sign up genius accounts
- Member and Patron database management
- Sponsorship: Maintains existing sponsor contact and develops new sponsorships
- Memberships: Maintain/participate in external organizations (Chamber, AACT, ACCC, MTA)

Other Task Forces or Ad-Hoc Committees

Task forces may be formed from time to time, with a cross section of skills to support special issues.

CHASKA VALLEY FAMILY THEATRE - BOARD MEMBER JOB DESCRIPTION

PURPOSE: The purpose of the CVFT Board is to provide organizational leadership, direction, and oversight, in order to maximize CVFT's impact on the community in fulfilling its mission.

ACTIVITIES: Board Directors are responsible for the following:

Long-Range Planning: The Board formulates and evaluates short and long-range planning, and proactively establishes organizational vision, direction and programming.

Setting and Evaluating Organization Policies: The Board ensures that CVFT's policies and programs are in keeping with its statement of mission, and that the mission statement continues to be appropriate and vital.

Fiscal Accountability: The board approves and monitors the organization's expenses and income. The Board works to ensure that all the organization's resources, including the time of volunteers and staff and money, are used wisely.

Organizational Continuity: The Board is responsible for the recruitment, development, retention and continuity of effective and ethical leadership within the Board, production staffs, and volunteer staff, in order to ensure a responsible, stable operation.

Fundraising: The Board is responsible for the ongoing funding and financial health of the organization. Each Board member has the duty to support the annual fundraising goals in every way possible. Personal gifts, while not required, are strongly encouraged (walk the talk).

Events: The Board is expected to attend and support the public events and activities of the theater, such as promotional events, auditions, fund-raisers, and productions.

QUALIFICATIONS: Board members must be committed to the ideal of high-quality, local, amateur theater with an emphasis on family involvement. Additionally each Board member should bring expertise appropriate to one or more of CVFT's focus areas of programming/education, finance/legal, policy-making, marketing, communications, technology, or administration.

TIME COMMITMENT: The Board of Directors meets monthly for two hours, in addition to the expected participation in events noted above. In addition, each board member must sit on at least one committee, which may involve additional committee meetings as necessary. A Board term is three years, and each board member may serve two consecutive terms (refer to bylaws).

BENEFITS:

- Participation in a unique organization, supporting and furthering high-quality, amateur, participatory family theater.
- Development or enhancement of general business skills in policy-making, administration, marketing, and many other skills used in operating a small (under \$200K annually) theater business.
- Gain knowledge of many facets of theater, on stage, backstage, and front of house.
- Develop meaningful relationships with a group of people committed to the core values of CVFT.