

RESPONSIBILITIES OF THE FULL CIRCLE THEATER COMPANY BOARD OF DIRECTORS

The primary responsibilities of the Board of Directors are Governance, Fundraising, Advocacy and Volunteerism.

GOVERNANCE

The Directors are responsible for:

- The financial health of the Company
- Hiring and supervising key staff (artistic and managing directors)
- The formulation of organization wide policies
- The resolution of major organizational problems
- Assuring that the overall direction of the Company is in keeping with the Company's mission statement

The governance work of the Directors includes:

- Attending Board meetings, held quarterly (unless otherwise noted).
- Serving on a committee as needed, whether ad hoc or standing.

VOLUNTEERISM

The Directors should:

- Assist the staff through their individual skills and resources (e.g. Financial, marketing, human resources, legal or accounting expertise)
- Provide volunteer support for Company activities whenever possible.
- Assist staff in recruiting volunteers with skills and resources needed by the Company

FUNDRAISING

The Directors are expected to:

- Donate to the Company. 100% board participation is expected.
- assist staff in the development of contacts with funders
- assist staff in individual donor giving
- assist in the planning and execution of fundraising strategies and events
- provide contacts who may donate funds

ADVOCACY

The Directors should:

- attend the performances of the Company, and invite others to join them
- be outspoken supporters of the Company and promote the Company in the wider community
- make decisions in the best interest of the Company