STAGE LEFT THEATER BOARD OF DIRECTORS
DUTIES AND RESPONSIBILITIES

At Stage Left, being a board member is not simply an honorary position, nor is it intended to only be governing or advisory. **We are a working board**, meaning that our board of directors actively participate in the regular operations and make time to assist in hands-on tasks (whether in person or remotely) in addition to providing strategic oversight, leadership advice, and governance.

Knowing this, all board members are expected to:

1. **Attend all regularly scheduled Board meetings**, to the best of your ability. If you are to be absent or late, please notify the Board President and/or Secretary as soon as possible, preferably 48+ hours in advance. Absences from 3 or more board meetings may result in having members step down from the board.
2. **Review previous meeting minutes (notes) and shared reports before each meeting.** The Board will vote to approve minutes and the Consent Agenda* as our first orders of business. Your preparation will help the meeting proceed more efficiently.
3. **Respond promptly (within 3 days) to all emails or texts** from Stage Left leadership staff and Board members.
4. **Be familiar with the Stage Left Theater Bylaws, Mission statement and Values:**
    - Stage Left Bylaws
    - ***OUR MISSION:*** To tell stories, build community, and pursue equity through the production of new and existing theatrical works.
    - ***OUR VALUES:*** Inclusivity, Community, Artistry, and Authenticity
5. **Be ambassadors of Stage Left Theater**. All interactions, public and private (including on social media platforms), should remain courteous, respectful, collaborative, and uplifting.
6. **Encourage patronage and participation with Stage Left Theater within our communities** to promote all Stage Left auditions, productions, and events in person and on social media. Board members are expected to share Stage Left posts on their own social media, when able.
7. **Support the theater in all the ways you can**. This support may be monetarily, through donations, or by building relationships with potential partners. It may also be through labor and time in work onstage, backstage, helping with front-of-house duties, or facility clean-up.
    - ***We are a 100% giving board.*** Everyone is expected to make a personal financial contribution, on a quarterly basis, in any amount that is meaningful to them.

8. **Provide guidance and support to Stage Left staff and leadership**, recognizing that they are the trusted stewards designated by the board to serve and carry out our mission.
9. **Explore and recommend future plays and projects that align with our mission**, understanding that the Artistic Director makes the final programming decisions.
10. **Seek show and season sponsorship opportunities.** Actively pursue donations and sponsorships and make networking connections with the team, when possible.
11. **Agree to Stage Left's Code of Conduct** for all volunteers, staff, and Board of Directors.

<u>Local board members are asked to:</u>

12. **Attend at least one performance of each season's productions**, either as a paying patron or as a volunteer. Please reach out to the Managing Director for information on volunteer openings or to request a comp ticket, if needed.
13. **Attend other community events** (arts, theatre, music, etc.) whenever possible, as representatives and advocates of Stage Left, and maintain positive, professional interactions to promote support of local community engagement.

In signing this document, I agree to abide by these duties and expectations, and understand that failure to meet expectations or refusal to perform duties may result in board removal.

_____

Signature of Board Member

_____

Date

*** What is the consent agenda?**
It groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention.

What normally is found on a consent agenda?
Routine, informational, procedural and self-explanatory non-controversial items, such as:

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Final approval of proposals that have been thoroughly discussed previously, where the board is comfortable with the implications
- Dates of future meetings