

GiGi's Playhouse, Inc.

Guidelines for Board Member Role Descriptions

Board of Managers —Roles and Responsibilities

The local sites are managed by local Board of Managers and the relationship between the local sites and the National Office is outlined in the Operating Agreement. All members of the local Board of Managers should receive a copy of the Operating Agreement and Licensing Agreement.

Board of Managers General Responsibilities

Individual responsibilities:

- Acquire sufficient knowledge of Down syndrome and the organization to promote its mission and programs and to serve as an ambassador and spokesperson for the organization
- Prepare for and participate in the board meetings in order to participate in the major work of the local board
- Review local financial statements monthly
- Make a \$2,000 annual contribution or directly raise that amount
- Provide a list of donor prospect names to be added to your location's database for cultivation and solicitation
- Participate in at least one fundraising activity (help solicit by signing letters, or making phone calls, or personally asking, securing event sponsors, selling tickets to events, making follow-up thank you calls to donors, etc)
- Participate in the process of identifying, cultivating, and recruiting new local board members
- Consider all board meetings and board information as confidential. Support publicly all decisions of the board. Participate in at least 2/3 of the meetings
- Abide by and sign annually the Conflict of Interest Policy.

Responsibilities of the board of managers as a group:

- Prepare for and participate in the board meetings in order to participate in the major work of a board: program evaluation, policy development, financial oversight, and fundraising
- Review financial statements and attend to issues of fiscal management and internal control. Adopt and monitor the annual operating budget
- Welcome families, supporting activities, participating with a goal to increase participation each quarter
- Perform staff functions until paid positions are funded
 - Source volunteers for activities, education programs, and fundraising committees and events
 - Train the volunteers that serve as hosts
 - Fill all the roles for a fully functioning local Playhouse with qualified volunteers. Ensuring no gaps in roles occur at the local Playhouse to ensure program quality and consistency
 - Train the local volunteers with materials supplied and maintained by the central office, and designed with the executive board program development committee
- Maintain the quality of experience for all participants by providing feedback to the national office
- Meet fundraising and budget goals on a quarterly and annual basis as determined by the local board of managers leadership, under the guidance set by the executive board strategic growth committee and finance committee
- Ensure fiscal accountability and responsibility
 - Meet financial goals supporting local programs
 - Seek out financial opportunities for local Playhouse
- Continue to grow programs and serving more families by increasing fundraising effectiveness under the guidance of any regional fundraising structure provided by the national office. Establish specific fundraising and events committees and provide leadership accountable for quality fundraising activities and regional leadership to ensure synchronous activities within a region

- Hire paid staff upon meeting the financial reserves thresholds specified by the executive board finance committee and meeting the growth and stability thresholds established by the executive board strategic growth committee
- Participate in the annual performance review of any paid staff at the local Playhouse.

Individual Role Descriptions

President

- Provide strategic direction for the playhouse
- Participate in the monthly Inc. President's calls and share information with local board
- Participate in the local Chamber of Commerce
- Act as the primary point of contact for the local Playhouse to Inc.
- Manage committee heads, providing guidance and direction as needed
- Run the monthly board meetings
- Provide oversight on broad volunteer issues affecting all volunteers (e.g., volunteer appreciation, understanding volunteer turnover, training, etc.)
- Act as the point of contact for articulating any other volunteer needs outside the committees
- Standard term is 2-3 years. Anything more than 3 years must be approved by GiGi's Playhouse, Inc., per the Operating Agreement.

Vice President

- Manage the site coordinator (this could also be done by the President)
- Tactical head – make sure things get done according to the plan of the committees
- Manage an overall list of projects and action items and ensures timely completion
- Backup for President
- President-in-Training

Secretary

- Writes minutes for all board of managers meetings
- Timekeeper in board meetings, ensuring the group is sticking to the timeframes in the agenda
- Manages the centralized document database and ensures all key documents are posted and easy to find
- Historian and proofreader
- Owner of the official Standard Operating Procedures and acts as the resource who knows what is included in that document

Treasurer

- Acts as primary point of contact for Inc. Finance team
- Responsible for ensuring proper financial oversight of the Playhouse
- Holds all accountable for budgets, submissions of expenses, invoicing, rent, etc.
- Compiles annual budget
- Manage bank relationship
- Share monthly and quarterly financial statements, highlighting specific areas of focus