



The Unusual Suspects Theatre Company Board of Directors Position

The role of each board member is to advise, govern, and oversee the policies and strategic direction, and provide leadership and general promotion of The Unusual Suspects Theatre Company (USTC) in support of the organization's mission. Each board member is expected to support USTC through their participation and service based on their resources, experience, and vantage point in the community.

All board members share the following responsibilities while acting in the interest of USTC:

- Uphold our organization's mission, values, and commitment to anti-racist principles.
- Understand and comply with USTC policies and procedures.
- Formulate and oversee policies and procedures.
- Provide organizational leadership and advisement.
- Suggest nominees to the Board and standing committees.
- Provide oversight of program planning and evaluation.
- Review organizational and programmatic reports.
- Select and evaluate the Executive Director and ensure that he/she has the support needed to further the goals of USTC.
- Review performance and set compensation of the Executive Director.
- Participate in financial management, including adoption and oversight of the annual budget, annual audit, annual reports, tax filings, and regulatory compliance.
- Participate in the planning, approval and review of USTC financial plans, operating budgets, and financial/resource needs.
- Actively participate in the strategic planning process and assist in its implementation.
- Conduct timely and thorough review of, and provide feedback as needed, to meeting agendas, reports, minutes, and other board and board committee actions.
- Serve on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Support USTC fundraising and outreach activities by participating and/or communicating efforts to friends and potential supporters.
- Help communicate and promote the USTC mission and programs to potential and active funding sources, strategic partners, and the general community.
- As available and as agreed, prepare for and participate in media interviews and briefings, donor site visits, community meetings, donor/prospect meetings.



- Financially support USTC through a personally significant direct annual financial gift. “Personally significant” should be interpreted as being among the largest three annual gifts the member makes to charitable causes.
- Conduct themselves in all dealings with USTC board colleagues, staff, volunteers, clients, donors, the media, and external stakeholders in a manner which reflects the highest standards of the community service goals and principles of the USTC mission and values.

Length of term:

- Board members serve for a term of three years.
- Members may serve three consecutive terms in accordance with the bylaws.

Meetings and time commitment:

- The board will meet at least quarterly. Board meetings typically last two to three hours. Currently, the board meets six times a year.
- Standing committees of the board will meet at least four times per year, in accordance with their respective work agenda. Currently, most committees meet monthly.
- Board members are asked to attend at least one public or fundraising event per year.
- USTC anticipates holding periodic strategic planning retreats. Participants include board members, selected senior staff, key volunteers, and others as determined by the board chair and Executive Director.