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**Member of the Board of Directors**

**Job Description and Expectations**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Sonia Plumb Dance Company so as to support the organization’s mission and needs.

**Mission statement:** *Enriching and educating the community through innovative modern dance.*

**\*Major responsibilities:**

* Organizational leadership and advisement
* Organization of the board of directors, officers, and committees
* Formulation and oversight of policies and procedures
* Financial management, including adoption and oversight of the annual budget
* Oversight of program planning and evaluation
* Personnel evaluation and staff development
* Review of organizational and programmatic reports
* Promotion of the organization
* Fundraising and outreach

\*Members of the board share these responsibilities while acting in the interest of Sonia Plumb Dance Company. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Length of term:** Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

**Meetings and time commitment:**

* The board of directors meets bi-monthly from 6:30 pm to 8:30 pm, at 20 Church Street, Mezzanine, Hartford, CT 06103. Expectations are to make all Board of Director meetings. (Exceptions will be made if warranted.)
* Committees of the board meet an average an additional four times per year, pending their respective work agenda.
* Board members are to attend the main productions as well as at least four special events throughout the year (i.e. fundraisers, tastings, outreach events).
* Board members are required to participate in all fundraising efforts whether through mailings, contact, marketing, planning, or hosting.

*\* If you do not adhere to the meeting/commitment policy you will be asked to step down from your full board member position to a committee position, if commitment is still issue you will be asked to retire from the board.*

**Expectations of board members:**

* Attend and participate in meetings on a regular basis, and special events as able.
* Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
* Be alert to community concerns that can be addressed by Sonia Plumb Dance Company mission, objectives, and programs.
* Help communicate and promote Sonia Plumb Dance Company mission and programs to the community.
* Become familiar with Sonia Plumb Dance Company finances, budget, and financial/resource needs.
* Make a donation valued at a minimum of $500/year. This can be financial or a combination of financial and donated time (i.e. fundraising, event planning/hosting, program development, community outreach).
* Commit to responding to Board communication within a week of receiving the communication (i.e. email, phone call, online scheduling, event sign-up).
* Understand the policies and procedures of Sonia Plumb Dance Company.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the terms and conditions of The Board of the Sonia Plumb Dance Company and swear to fulfill my commitment to this Board to the best of my ability.

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Board Member Signature

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Board President Signature