

Toledo Repertoire Theatre

Application for Board of Trustees

This APPLICATION is made by interested candidates who wish to serve on the Board of Trustees in governance of the theatre and its operations. Those wishing to serve as a volunteer Board member should have a vested interest in the Rep as a continuing and vital part of the cultural fabric of our performing arts community. Board member responsibilities will vary from time to time, but will generally follow those responsibilities outlined herein. This is an application of interest that is required to be reviewed by the Executive Committee of the Board and voted upon by all presiding and active Board members.

I. Candidate Information

Name: _____

Organization / Business affiliation: _____

Mailing address: _____

Phone number: _____

E-Mail address: _____

II. Committee Participation

Board members are to be actively involved as participating committee members, ideally serving as the Chair of a specific committee that oversees supporting Theatre operations not covered by Staff. Committee chairs have regular meetings and oversee the work of their committees, whose participating members are the responsibility of the Chair. All Board members may make contributions to other committees however, to optimize workload, scheduling and function, only those meeting with the committee more than 80% of the time will have voting privileges on the committee. Participation is recommended to be limited to Chair of one committee and participation in 1-2 additional.

Please indicate the committee(s) with which you would like to be involved:

- Education (RepEd, Young Rep, Improv classes, Tech classes)
- Building (Improvements and Repair & Maintenance, Housekeeping; Main Theatre and Brown Building)
- Marketing (Posters, brochures, websites, promotions, social media, merchandise, press releases, constant contact administration)
- Development (Grant writing, capital campaign, fundraising event planning)

- Season Selection (led by the Artistic Director, researching, reading and discussing shows that run on the mainstage and are performed by adults and kids)
- Hospitality (Opening night receptions, volunteer management, concessions, ushers)
- Finance (Paypal management, budgets, financial statements, credit card management, mortgage, insurance, taxes, payment of bills)
- Community Outreach (Any projects bringing performing arts or education to the community. E.g. OCTA, NOCS, Dickens Singers, Armchair Theatre)
- Personnel (Code of Conduct, Performance reviews, job descriptions, contract reviews, temporary office staff, additional staff positions)

III. Commitment

Your commitment as a Board member begins with a signed Code of Conduct and with the purchase of a season subscription, purchased annually before the opening night of the first mainstage performance.

IV. Financial Support

Your financial support as a Board member includes either a personal contribution or solicited season or advertising sponsor at the minimum value of \$100 and show sponsor at the minimum value of \$350 in accordance with the Sponsorship Grid. You are obliged to help solicit support for donations, season subscriptions, and in-kind gifts through both public and private institutions. Season sponsors are due July 31.

V. Conflict of Interest

Please list any performing arts or performing arts educational organizations with which you are affiliated, however infrequent and the position held with each:

VI. Letter of Interest

Please attach a letter of interest in full expression of why you are interested in joining the Toledo Repertoire Theatre Board of Trustees

VII. Submission

This completed form and your Letter of Interest should be sent to: President@toledorep.org. Applications are reviewed by the Board quarterly.

Signature: _____ Date: _____