![Avalon Theatre Foundation logo]

# Avalon Theatre Foundation Board Member Position Description

## Mission Statement: "To preserve, promote and enhance the Avalon Theatre for community benefit."

1. Be an active advocate for the Avalon Theatre.

2. Attend regular meetings of the Avalon Theatre Foundation (ATF) Board, which are each approximately one hour in duration. The board meets monthly usually on the third Thursday from 8:00 am until approximately 9:00 am. Be accessible for personal contact between board meetings.

3. Provide leadership to board committees. Each board member is expected to serve as an active, ongoing member of at least one committee. This requires several meetings per year plus individual committee task completion time. Presently, ongoing committees include Executive (officers), Fundraising/Events, Board Development, Naming Rights, Internal Control, and Strategic Planning, with some special project committees formed from time to time.

4. Commit time to developing financial resources for the ATF. This includes making a personally meaningful financial gift as well as supporting other fund development activities of the ATF in a manner appropriate for board members.

5  Participate in ATF community events.

6. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.

7. Responsibly review and act upon committee recommendations brought to the board for action.

8. Participate in the annual board development and planning retreat.

9. In general, utilize personal and professional skills, relationships and knowledge for the advancement of the Avalon Theatre.


I am aware that this board member position description is an expression of good faith and provides a common ground from which board members can operate. Additional information on the Avalon Theatre Foundation mission and board responsibilities is contained in the board orientation materials and bylaws which I have read.


_____        _____
Prospective Board Trustee's Signature                        Date