



Giving Georgia Playwrights a Voice



Cast of Bat-Hamlet by Jordan Pulliam (2012 World Premiere)

Board Candidate Information Book

Essential Theatre, Inc
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Peter Hardy, Founding Artistic Director

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Alyssa Caputo in Karen Wurl's *Dispossessed* (2016)

Why Should You Join the Essential Theatre Board of Directors?

We are seeking passionate, committed individuals to serve on the Essential Theatre Board of Directors.



Essential Theatre Playwriting Award Winners
Lauren Gunderson and Topher Payne

The board is the governing body of Essential Theatre whose primary purpose is to set policy and provide guidance through the expertise brought to the organization by the board's members.

We are very proud of Essential's reputation for presenting high quality productions of new works, including at least one world premiere by a Georgia playwright each year. We are a 501(c)(3) non-profit employing a diverse group of participants and catering to an equally diverse audience.

We want board members with a passion for new plays, who are willing to make a meaningful commitment of time and resources in support of our work.

How Board Service is Distinct from Other Volunteer Roles

While you may not always think of nonprofit board service when you consider volunteerism, it is in fact a voluntary role. What are some of the differences between board service and other volunteer positions? You'll be a member of the highest-level decision-making team for Essential Theatre and so your level of responsibility will be more substantial than many (although by no means all) volunteer roles. Because of this, you'll be asked to make certain commitments in your role as a board member.

Time commitment

The Board meets monthly on the first Wednesday of the month. However, the amount of time you actually contribute can vary from just a few hours per month participating in board meetings to several hours a week when the board is more actively involved in hands-on work, since we are a nonprofit organization with only one full-time paid staff member.

Financial commitment

While organizations often reach out to volunteers for financial support, board members are typically expected to make a minimum financial commitment to the organization. This is true with Essential Theatre as well: dues are set at \$250 per year plus the purchase of a 2 ticket festival pass, plus an additional \$250 per year to be brought in through other means (securing sponsorships or donations from sources outside the board, etc)

As a board member, we ask that you prioritize Essential Theatre as one of your top three financial donations each year that you serve on the board.

On the following page is a sample of the Board Member Agreement you'll be asked to complete if you join Essential's board.

Sample of Essential Theatre Board of Directors: Member Agreement

This document is not a contract and it does not create any enforceable, legal duties, or rights for any board members or for Essential Theatre. It has no binding effect on the parties signing it. It defines no contractual or other duties, but rather sets forth goals toward which board members should strive.

As a member of the Board of Directors of Essential Theatre, I agree to support the mission of the organization. I understand that my duties and responsibilities include the following:

1. I am responsible for overseeing Essential Theatre's **organizational structure** through evaluating the staff, helping establish the organization's policies, and reviewing and implementing strategic initiatives.
2. I have a **fiscal responsibility**, along with other Board members, for this organization. It is my duty to be active in monitoring Essential Theatre's income and expenses, in planning the budget, and in fundraising to meet the budget. I will support Essential Theatre through personal donations and through support of fundraising initiatives throughout the year.
3. I have a **legal responsibility**, along with other Board members, for this organization. I am responsible to know and approve policies and be familiar with programs. Along with the rest of the Board, I oversee the implementation and legal compliance of by-laws, policies, and programs, and ensure that Essential Theatre is in compliance with tax regulations.
4. I agree to **participate actively** in Board and other significant Essential Theatre programming and events. To remain in good standing as a full Board member, I agree to:
 - Attend at least 75% of all Board meetings
 - Participate in a minimum of three Essential Theatre programs or events throughout the year

As a result, my volunteer commitment will be between 5 and 10 hours monthly.

In turn, Essential Theatre is responsible to provide me with the resources, information and tools that I need to succeed in these commitments, including:

- Meeting agenda, financial reports, previous board meeting minutes and other relevant information for Board meetings
- Responsiveness of staff and fellow board members to any questions I may have.

The Process of Joining the Board

If you think that Essential Theatre Board membership is right for you:

1. Fill out this brief questionnaire:
<https://goo.gl/forms/8iai2zPt8L6nQpJi1>
and submit your resume or Curriculum Vitae via email to
info@essentialtheatre.com.
2. These will be reviewed by the Board. After the review, you will be contacted for either a phone or face-to-face interview (or maybe even both!).
3. Following your interview, with an existing Essential staff or board member's recommendation, your name will be placed in nomination for membership on the Essential Theatre Board of Directors. The Board will vote on your nomination, and you will be notified of their decision.
4. If your nomination is successful, you will receive an official invitation to join the Board of Directors.



Thank you for your interest!
We look forward to hearing from you soon!

