

# STRAWBERRY THEATRE | WORKSHOP

## BOARD OFFICERS & COMMITTEES

2 OCTOBER 2018

*The Board is required by law to have no fewer than two executive officers. The President and the Secretary must be two distinct people. Other positions are optional and titles can be created, merged, or eliminated as needed.*

**The President** *presides* over meetings and other formal functions of the Board. S/he conducts meetings and ensures that the board's directives are implemented and monitored. This means setting an agenda, calling for a review of the minutes, and following up on action items. Since 2017, the Strawshop Board President has been asked to send a mid-month update to all members to help facilitate progress on action items between meetings. In extraordinary circumstances (a scandal, a significant change in operations, etc), the President would be expected to speak publically for the organization. This would likely be a case where the public wants/needs to hear an alternative perspective than staff leadership.

**The Vice President** substitutes for the President when the latter is unavailable. In some organizations, it is understood that the Vice President will assume the presidency in the new term. At Strawshop, the roles of Vice President and the Treasurer have often been combined.

**The Treasurer** serves as the financial officer of the Board, and monitors the organization finances and record-keeping. Since budget management is a primary function of the Board as a whole, the Treasurer's distinct role is to act as a resource to the staff in financial planning and reporting to government agencies.

**The Secretary** provides members with required meeting notes. This is the most labor intensive executive position on the Board. It requires a few hours each month transcribing and editing minutes for distribution, and updating the previous month's minutes after approval. Many people find it difficult to participate fully in Board discussions and take minutes at the same time—though it should be noted that the purpose of minutes is to track the trajectory of the Board's thinking on primary issues, and moment-by-moment attribution is rarely necessary (or even desirable).

### *Special assignments and committees*

Strawshop must be represented by two individuals on the Steering Committee of **Black Box Operations**. The committee meets every 6-8 weeks and supervises the administrative direction of 12th Ave Arts.

In the absence of a Human Resources staff, one Board member must make her/himself available to be the **arbiter of disputes** that arise around workplace behavior, harassment, and discrimination. This position should be formally designated for a term specified by the Board's Workplace Behavior policy, which is distributed to all employees and contractors.