



*Enriching the Lives of Adults with Disabilities through Performing Arts*

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## **BOARD MEMBER VACANCY, TREASURER**

**MISSION:** Harmony Theater's mission is to create, support, and offer opportunities for adults with disabilities to participate in performing arts activities as an avenue for self-expression, social interaction and community connection. For more information, please visit [www.harmonytheaterinc.com](http://www.harmonytheaterinc.com).

**POSITION- BOARD TREASURER:** This is an extraordinary opportunity for an individual who is passionate about Harmony Theater's (HT) mission and will lead the finance committee to oversee and report the budget, financial control, investments, and administrative needs. Ideal candidates will have the following qualifications:

- Communication skills
- Accounting and tax experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of HT's participants

**BOARD DUTIES:** The Board will support the work of HT and provide mission-based leadership and strategic governance. While day-to-day operations are led by HT's executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### **Leadership, governance and oversight**

- Serving as a trusted advisor to the ED and staff as they develop and implement HT's strategic plan
- Reviewing outcomes and metrics created by HT for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving HT's annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing HT to stakeholders; acting as an ambassador for the organization
- Ensuring HT's commitment to a diverse board and staff that reflects the communities HT serves
- Attend and contribute to the success of the organization's fundraising events and efforts

We hope you will consider joining our board. As our current board members can attest, our monthly meetings and ongoing communication is collegial, positive and dare we say fun. If you are interested in the position, please contact Board Chairperson, Bob Immerman, [bobi@harmonytheaterinc.org](mailto:bobi@harmonytheaterinc.org) and I would be happy to discuss with you further.