



Skagit County's Historic Performing & Cinematic Arts Center

Post Office Box 2312 • 712 South First Street

Mount Vernon, Washington 98273

Office 360-419-7129 • www.lincolnthatre.org

Lincoln Theatre Center Foundation Board Member Job Description

Board members of the Lincoln Theatre Center Foundation uphold the mission of the organization and act as its steward. In keeping with the important function that board members serve, they will also:

- Be active advocates of the organization.
- Attend theatre events regularly.
- Attend board meetings (monthly) at least 80% of the time and come to meetings prepared having reviewed materials. Report anticipated absences to the Board President or designee, and send any reports to the Executive Director prior to the meeting.
- Serve as chair, co-chair or member of at least one active committee and as a communication link to Board Members. Members will recruit non-board members to serve on committees as appropriate.
- Serve a 3 year term, with 6 year consecutive maximum
- Board time commitment:
 - Board meetings are typically held the second Tuesday of each month, 5:00pm at the Lincoln office. Meetings last 1.5 – 2 hours on average.
 - An annual Board Retreat is scheduled each April. The Retreat lasts between 3 – 4 hours.
 - Additional time contribution is based on the role you play (committee, officer, etc.) and the time of year. Typically 2 – 5 hours additional per month, plus a bit extra in the month prior to a fundraising event.
- Personal commitment to ensure attainment of annual budget of the Lincoln Theatre:
 - Be a member of the Lincoln Theatre in good standing
 - In-kind contributions of time, expertise, talents and passion and/or financial contribution.
 - Contribute to fund raising events through planning and implementation, and/or financial support.
 - Assist in developing a financial plan and in raising needed resources.
- Exercise fiduciary responsibility on behalf of the Foundation.
- Interact in good faith and support the group decisions professionally.
- Bring to the Board: creative problem-solving and a high level of energy
- Bring to the board any situation that might be a conflict of interest and excuse themselves from decisions when conflicts of interest exist.
- Please note that admission to any movie is free for the board member when wearing their Lincoln Board Member name badge.

A background check by the Washington State Patrol will be conducted after offer of board position is made by the Lincoln Theatre Board of the Directors and acceptance of the offer by the prospective new board member.

A commitment to the mission of the Theatre and the goals of the Board is vital to the success of the organization.

Created 5/24/2011

Revised 9/20/2022

Lincoln Theatre Center Foundation
Board of Directors: Application Questionnaire

Today's Date: _____

Name: _____ Phone: _____ email: _____

Address: _____

- Relevant experience and / or employment that you think would enhance the Board of Directors' effectiveness:

- Why are you interested in the Lincoln Theatre?

- What areas of expertise do you have that you feel will contribute to the theatre's success? What can you contribute to the theatre's success?

- Please provide any additional comments or information that you think would be helpful.

Intervention: If a board member is unable to comply with these requirements, the Board President will speak with them privately to resolve the issue. If there continues to be a concern, the officers of the Board will address the Member in writing. Finally the Officers of the Board will bring the concerns to the full Board.

Board members are encouraged to address concerns first to the President, then to the officers and finally to the full Board.

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For Board Use Only

Nominee proposed by _____ Date: _____

Nominee interviewed by _____ and _____ Date: _____

_____ Presentation of nominee's application and action taken by the Board

_____ Background check after offer and acceptance Date: _____