

Patrick's Cabaret Board of Directors Job Descriptions

Board Approved 12-12-16

General board of directors' responsibilities

The Patrick's Cabaret board of directors has three essential responsibilities:

- Ensure Patrick's Cabaret is executing its mission
- Set policy related to how we fulfill our mission
- Ensure our organization's legal compliance, financial health and operational sustainability.

Expectations of board members

Board members are expected to participate in and support the following activities:

1. **Support the mission of Patrick's Cabaret as an enthusiastic advocate** for our programming, events and activities. Promote shows, volunteer opportunities and fundraising activities to your friends, family and extended network both in person, through personal and professional networks, and via social media.
2. **Attend board meetings.** These usually occur on the third Tuesday of each month from 7:00 pm to 9:00 pm. Most meetings are held at ArtsHub West at Intermedia Arts 2822 Lyndale Ave. S. Minneapolis, MN 55408. To remain in good standing, board members must attend a minimum of nine out of twelve meetings in a year. Members can attend meetings via conference call if it is not possible to attend in person. On occasion, a special meeting of the directors may be scheduled between the regular monthly meetings.
3. **Be an active member of at least one board committee.** The committees meet regularly, usually about once a month. Current regular committees include but are not limited to: Finance and Infrastructure, Grants and Fundraising, Leadership and Culture, Constituencies and Relationships.
4. **Attend programs and special events** with as much regularity as you are able. Board members are asked to pay for their own seats.
5. **Participate fully in Patrick's Cabaret fundraising activities** such as helping with mailings, fundraising for online events, hosting private events, and participation in special events.
6. **Make an annual financial contribution** to Patrick's Cabaret. There is no minimum contribution; we just ask that Patrick's Cabaret be at the top of your giving range.
7. **Attend and participate in board planning retreats** and board training as scheduled.
8. **All new board members are strongly encouraged to attend at least one Board Member training opportunity.** MAP for Nonprofits offers two sessions of "Board Boot Camp" that provide a thorough orientation about the role and responsibilities of board members in the governance of Minnesota non-profit organizations. The Nonprofits Assistance Fund (NAF) offers several opportunities to deepen your understanding of specific board roles and responsibilities, as well as non-profit operations.

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9. **Established board members are expected to actively identify, recruit and mentor new board members**, inviting potential members to programs and activities, and serving as a "board buddy" to mentor new board members.

Time commitment

Board members are expected to spend 7 to 10+ hours per month in support of Patrick's Cabaret. This would include attending a 2 hour board meeting, 1-2 hour committee meeting, 1+ hours spent on specific tasks between meetings, 2+ hours attending shows.

Tenure

The term of a board member is three years, with an option to renew membership for another, consecutive term provided the member remains in good standing. No member will serve more than six consecutive years.

Overview of specific board roles and responsibilities

Board Officers serve on the Executive Committee. Individual officer positions are elected by the board at the December Annual Meeting and also perform the following tasks:

- **The Chair** develops the agendas and presides at meetings of the board of directors.
- **The Vice-Chair** performs these duties in the absence of the chair.
- **The Secretary** takes the minutes at all meetings of the Executive Committee or Board of Directors. The Secretary prepares and delivers the minutes for inclusion in the monthly mailing of board materials, and collects minutes from Committee meetings for inclusion in monthly Board meetings.
- **The Treasurer** chairs the Finance Committee and oversees accounting practices.

Chair

Primary Duties and Responsibilities:

- In addition to presiding over board and executive committee meetings, the board chair is "chief volunteer," working with the Executive Artistic Director, board and community to execute the organization's mission.
- The chair influences how the board uses its time, the selection of board members and its future leadership.
- The chair is responsible for understanding the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan. As the board ambassador, the chair acts as a spokesperson to the larger community. They speak in public on behalf of the organization and advocate for the mission. The chair sets high standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise.
- Working with the board's Leadership and Culture Committee, the chair recruits new board members whose vision aligns with the organization. The chair appoints

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committee chairs and serves ex officio on committees. The chair is in charge of Executive Artistic Director and board member performance evaluations and succession planning, plays a crucial role in new board member orientation, and mentors the vice chair.

- The chair works with the Executive Artistic Director to make sure board resolutions are carried out. Together, they develop agendas focused on key strategic issues. The chair is also expected to take the lead in raising funds by making personal contributions and asking board members to do the same. The chair attends or even help to organize social functions to raise funds and maintain visibility in the community.

Vice-Chair / Chair-elect

Primary Duties and Responsibilities:

- Work closely with chair to gain intimate understanding of organizational operation and leadership succession.
- Preside at board meetings in the absence of the chair.
- Serve on [Chair the] Leadership and Culture Committee.

Secretary

Primary Duties and Responsibilities

- Take minutes at all board meetings, prepare and deliver the minutes for inclusion in the monthly mailing of board materials.
- Know the bylaws for determining quorum, appointing new members, timing of notifications, etc.
- Confirm legal status of non-profit. Work with staff to verify required documentation is in place and updated. (e.g., business licenses, registrations, 501c3 letter, etc.)

Treasurer

Primary Duties and Responsibilities:

- Work with Executive Artistic Director to make sure 990s are assembled, approved and filed appropriately, review budgets, Income and Expense, Profit and Loss reports, cash flow projections, etc.
- Review and understand monthly finances to understand what drives revenue and expenses, identify early warning signs of financial opportunities and shortfalls, and predict future performance.
- Interpret financial position effectively communicate it to the rest of the board at monthly board meetings, highlighting key trends, commenting on substantial differences between projections and performance, and drawing conclusions. All board members are expected to read financial reports, form own opinions and ask questions, but the treasurer is their guide.
- Lead Finance and Infrastructure Committee meetings
- Research unusual financial questions
- Be vigilant for financial emergencies and alert chair and board as appropriate

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Board Committees

Finance and Infrastructure

Chaired by the Treasurer, reviews monthly financials, cash flow, insurance, audit reports and other compliance issues as they relate to finance. Looks at risks, opportunities and program planning in relation to finances. Responsible for ensuring that financial reports are accurate and are distributed to the full board monthly. Looks at risks, opportunities and program planning in relation to finances.

Confirms that financial reporting legal requirements are met. 1099s, W2s, 990s, business registration, etc. Research and confirm appropriate insurance policies, and explore opportunities for a new, permanent venue.

Grants and Fundraising Committee

Chaired by a member of the board, working primarily on communicating with and cultivating individual donors, identifying strategies for reaching out to potential donors. Developing and executing fundraising activities. Identifying and pursuing grant opportunities and sponsorships.

Leadership and Culture Committee

Chaired by a member of the board, to continue to develop, refine and execute the organization's strategic plan: Mission, Core Values and Competencies, etc. Identify and recruit new board members as needed, and oversee development and implementation of HR policies. Provide guidance regarding development and maintenance of an environment that is courageous, safe, and supportive for performers, staff, audiences and partners.

Constituencies and Relationships Committee

Develop and execute branding initiatives, marketing for Patrick's Cabaret and our artists, website and social media, maintain and improve data bases, identify and document processes to capture and organize organizational knowledge. Formalize and maintain effective volunteer program.

History

Patrick's Cabaret began in 1986 as a single evening where Patrick Scully invited other artists to join him in a show of works-in-progress. The evening proved so successful, and the need for a performing venue to support new work so great, that Patrick's Cabaret grew rapidly into an essential community resource.

Over the next 30 years, we have maintained the original formula of presenting a shared evening with artists of mixed artistic disciplines and levels of experience, featuring thousands of performances by local artists.

In May 2016, we lost our venue, challenging us to do some more radical work directly in the communities we serve. At our core, Patrick's Cabaret is a concept and a community.

Today, we have an office at ArtsHub West at Intermedia Arts 2822 Lyndale Ave. S. Minneapolis, MN 55408. We partner with and share established venues--including non-arts venues--working

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with performers and audiences to create exciting and surprising community spaces that fulfill our mission. We have also expanded our support to artists beyond performance opportunities, offering new initiatives, such as educational workshops and internships.

Application to the Patrick's Cabaret Board of Directors

Thank you for your interest in serving as a member of the board for Patrick's Cabaret! This packet includes three parts,

- 1) A brief questionnaire
- 2) The Patrick's Cabaret Board Member Description
- 3) A description of Patrick's Cabaret Board Committees.

Please include brief answers to the following in an email to Kirstin@WeathervaneConsulting.com.

1. Contact information (Full and preferred names, preferred pronouns (he, she, they, etc.), email, phone number, address, job title and place of work)
2. Why are you interested in serving on the board of Patrick's Cabaret?
3. Please list any relative prior experience that you would bring to the board (for example, work experience, community membership, networks, non-profit work, etc.).
4. Please list any relative skills that you would bring to the board (for example, languages, marketing skills, budgeting skills, etc.)
5. Please describe your relationships and affinity for the communities we serve, particularly artists on the edge of culture who identify as LGBTQIA, people of color, people with disabilities.
6. Share any other questions or comments.

Thank you for your interest in helping guide the future of Patrick's Cabaret!

Your application will be reviewed and discussed by the Leadership and Culture Committee board with input from the Executive Artistic Director, and discussed at our next monthly board meeting. We will contact you within the next week following the meeting to discuss future opportunities.

For more information about Patrick's Cabaret, please contact Kirstin Wiegmann at Kirstin@WeathervaneConsulting.com, Board Chair Peter Foster at peterjfostermpls@gmail.com, or Executive Artistic Director Scott Artley at scott@patrickscabaret.org.