

Duties and Responsibilities of Sudbury Savoyards Trustees

2 February 2018

The governing body of the Sudbury Savoyards is the nine-member Board of Trustees. Some of the Trustees are Officers of the Corporation: Chair, Vice Chair, Secretary, and Treasurer. The remaining Trustees are Trustees at Large.

The principal responsibility of the Board of Trustees is to maintain the stability of the Organization and its ability to meet its chartered goals (excerpted below). Trustees have the responsibility to remain familiar with the fiscal state of the Company and work with the Treasurer to develop an annual budget. The Trustees, as a group, are responsible for developing plans along long-, medium-, and short-term horizons for the Company and its programs.

All Trustees are expected to be (or to become) familiar with concepts of organizational governance, including creating and reviewing policies and procedures that may be needed to support the work of the Company.

The Trustees lead and guide the Company, recruiting and engaging staff to plan and implement the programs chosen for the Company. While no Trustee can be expected to be an expert in all the disciplines the Board must so engage, each Trustee must be familiar enough with our activities and the disciplines they require to knowledgably assist in the selection of staff for those activities, and to take up roles in direct support of the Company's activities as their own skills and circumstances permit, especially when a Trustee's personal skills extend the capabilities of the Company.

Routine expectations of Trustees include:

- attendance at all Board meetings (nominally held once a month);
- service on Board committees consistent with a Trustee's interests and skills;
- contributing to the show and staff selection process; and
- maintaining currency in the state of community theater and the Savoyards' place in it, including promoting the Company's presence within the community.

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From the Savoyards' incorporation documents of 2016:

The primary purposes of the Sudbury Savoyards are twofold:

- 1) "Performing the works of William S. Gilbert and Arthur Sullivan, separately or together and other playwrights and composers, in Sudbury, Massachusetts and other communities;
- 2) "Actively encouraging and promoting artistic and technical excellence in the production of these works.

"In connection therewith, the Sudbury Savoyards may engage in other activities and programs, including charitable contributions and grant making, in furtherance of the foregoing purposes as may be carried out by the Sudbury Savoyards..."

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What skills could you bring to the Savoyards' Board of Trustees or its Staff?

The Sudbury Savoyards are a theater company, but as with any company in any area of interest, there are support activities that are required to allow the company to meet its ultimate goals. If you've ever taken your family on vacation, you know how important it is to plan, including considering expenses and rewards. If you've ever filed income taxes, you know how important record keeping can be to getting the job done in your favor. If you've hired anyone, even a babysitter, you have experienced dealing with and evaluating people with regard to how they can help you do what you want or need to do.

We are now an independent corporation. The assistance and shelter we derived from being under the umbrella of SUMC is now missing. This requires that we take more care in our fiscal planning and reporting, among other chores. This may involve contracting with outside professionals to help in dealing with insurance, banking, legal matters, and tax reporting. Finding people experienced in such areas, either as Trustees or Staff, will make the Savoyards stronger and more stable.

Our independence also allows us more freedom in selecting and executing the programs we hold dear: big shows, small shows, non-G&S shows, and things that aren't shows. Finding people experienced in publicity and marketing, bookkeeping and budgeting, staffing and planning, and site selection and acquisition will broaden the base of our Company and facilitate our ability to mount our productions.

In short, we aren't the same theater group we were as recently as 2016, but we still have the nearly 60 year history of the 'old' Savoyards behind us and within us. We need to find ways to maintain the desire, will, and means to continue to serve our members, our patrons, and the community at large, and it's likely that you have skills that can help us make this happen. Will you help, as either a Trustee, candidate, or Staff member?

To summarize: The most critical skills we would like to incorporate into our Board and Staff are:

- Finance, Budgeting, and Bookkeeping;
- Fundraising and Grant Writing; and
- Marketing and Publicity.

If you would consider standing for a Board seat, or would like to recommend a candidate, or would like to assist in a Staff or subcommittee position, express your interest to any present Trustee, or send an email to one or all of the Trustees through the Savoyard website under 'Board of Trustees.'

Thank you for your support of the Savoyards.