

PA Presenters Board Job Description

(From the by-laws, Articles IV)

The number of board members, which constitute the whole board, shall be no fewer than five, nor more than eleven. The Board of Directors shall be elected by a majority vote of the existing membership. Directors shall hold office for three years until the board appoints their respective successors. Terms shall begin and terminate on the first day of the fiscal year following elections. To ensure geographical balance of members of the Board of directors, there shall be equal representation from the Eastern, Central and Western regions of the commonwealth for the positions held by presenters.

Additional Information

The business and affairs of the corporation shall be managed by its Board of Directors, which may exercise all such powers of the corporation. The Board is responsible for hiring, supervising and terminating the employment of an Administrator, developing and approving an annual budget which shall be submitted to the membership for approval at the annual meeting held in May or June.

Duties

- Attend all regular meetings of the PA Presenters Board.
 - The board meets in person at least two times a year, before or after the Fall Booking Meeting and the Annual Spring Conference.
 - Other meetings are held as either conference calls or in person and are set up as needed to accomplish the goals and agenda of the current Board and its committees, between 3 and 5 a year.
- Participation in and representation at PA Presenters consortium meetings at regional conferences (Performing Arts Exchange, APAP, etc.) is highly encouraged and appreciated.
- Represent the membership's constituency/discipline/region. PA Presenters strives for broad representation, i.e. rural and urban, music, dance theatre, gallery/museum, university series, stand-alone series, festivals, etc, and by region (East, West, Central).
- Represent PA Presenters to the field; be an advocate for presenting and PA Presenters. This is particularly with regard to work with Local Colleagues.
- Serve as a resource. Newer presenters look to the more experienced as mentors. This can include communicating with current and/or past members, assisting with membership work, and hosting regional informational meetings.
- All Board Members will serve as a mentor or resource. A member of the New Colleague committee will contact you when a presenter, new to the organization/event, needs a mentor or resource to help and encourage them to be more active in PA Presenters and the presenting field.
- Contribute to the PA Presenters Newsletter, *Presenting*. Whether this is sent by mail or e-mail, it is an important tool for reaching the membership and keeping them informed of innovations, meetings and happenings within the world of presenting.
- Serve on at least one committee.
 - Membership – Contact lapsed members to urge renewal of their PA Presenters membership. Serve as a contact for presenters who are interested in the organization. (The administrator forwards these.)

- Communications – An exploratory committee that is seeking to help the membership stay in touch with each other through the Newsletter (*Presenting*), Website, mailings, e-mails, and social networks.
- Nominating – Proposes names to the full PA Presenters Board for review and approval. Prospective board members are invited to join the board by the current Board President/Vice President and voted into office by the membership at the Spring Meeting held at the Conference.
- Conference – Plan and implement the Spring Conference.
- New Colleagues – Matches and helps to facilitate Presenter members getting the most from their mentors/other members.
- Booking – Coordinates the information generated at the Fall Booking Meeting. The committee serves as a conduit for information, etc. in the months following the booking meeting.
- Development – Identifies, explores and implements ways to bring additional funding and resources to the PA presents organization.
- Work with the Pennsylvania Council (PCA) on the Arts: The PA Presenters Board works in concert with the PCA regarding fund administration that directly benefits presenting in the Commonwealth. This is not panel service, but rather informal dialogue that influences policy as applied to the presenting field.
- Be reliable; follow through. Full participation from all PA Presenters board members is necessary, due to the limited number of directors and meetings.

If the Pennsylvania Council on the Arts has travel funds to award, PA Presenters administers the disbursement of travel funds to presenters throughout the commonwealth. Travel requests are screened and a committee consisting of the immediate past president, vice president, treasurer and the administrator makes awards.

Financial requirements of a PA Presenters Board member:

- Board Members are not required to make a financial contribution to the organization. However, we do request consideration for a donation. Membership of their organization is a requirement
- When you attend a “stand-alone” Board meeting, all travel, hotel and some meals are paid for by the board members or their organizations.
- When attending a board meeting in conjunction with another PA Presenters event, costs to attend are incumbent on each board member. When possible, food will be supplied. There can be exceptions to these practices. If the costs of attending a meeting are prohibitive in anyway, we will look at adding conference calling, car-pooling or other creative ways to enhance participation. PA Presenters strives for flexibility and 100% Board attendance.