

Old Town Players Community Theater Director Responsibilities

Legal and Policy:

Enable the continued legal existence of the organization
Ensure Union Square fulfills all legal requirements in conduct
Adopt, follow, update and administer Union Square Main Streets By-Laws
Adopt and assume responsibility for Union Square Main Streets purposes, governing principles, functions and activities, and course of action
Assume responsibility for internal policies governing the organization

Planning:

Establish long term and short term goals for Union Square Main Streets
Develop a Strategic and Annual Work Plan that incorporates all five USMS Focus Areas:
Organization, Design, Promotion, Economic Restructuring, Transportation

Committee Oversight:

Recruit effective Committee Chairs
Monitor and coordinate Committee Activities and ensure progress
Provide adequate resources for committees

Funding & Financial Management:

Contribute financially to the organization
Raise sufficient funds to ensure Union Square Main Streets meets its objectives
Develop and approve annual budget and monitor finances

Advocacy:

Understand and publicize the work of Union Square Main Streets in the community
Inspire confidence in the organization and relate our services to work of other groups
Advocate for public policy, economic development and other initiatives that advance revitalization of Union Square with government, businesses and individuals

Evaluation

Regularly review and evaluate operations and standards of organization performance
Monitor program activities

Personnel

Hire and evaluate the Executive Director
Approve personnel policies
Participate in the recruitment, selection and development of Board of Directors as advised by the nominating committee.

Time Commitments Anticipated:

Board meeting – 2 hours per month
One Committee Meeting – 1 ½ hour
Organization, Design, Promotion, Economic Restructuring
Preparation/follow-up work outside of meetings – 2-4 hours

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DIRECTOR'S ROLE:

Direct - Accountable for the legal, financial and philosophical aspects of Union Square Main Streets. Responsible for the management and overall vision of the organization.

Advocate & Educate – Understanding the economic revitalization mission of Union Square Main Streets, represent and communicate the interests of Union Square to the community

Facilitate - Foster participation in the activities of Union Square Main Streets. Recruit and develop leaders to serve on committees, enabling their active engagement in the organization. Gather the human and financial resources to revitalize Union Square.

Build Consensus – Solicit the input from all Union Square's constituents and create a unified vision of growth.

Stimulate Action – Inspire constituents, committee members, government, and all those with resources helpful to Union Square to invest in neighborhood revitalization.

Participate – Contribute your enthusiasm and skills to further the USMS mission. Take part in special events, meetings, discussions and other happenings of the organization.

Adapted 4/23/13