



Enriching the Lives of Adults with Developmental Disabilities through the Performing Arts

BOARD MEMBER VACANCY, TREASURER

MISSION: Harmony Theater's mission is to create, support, and offer opportunities for adults with disabilities to participate in performing arts activities as an avenue for self-expression, social interaction and community connection. For more information, please visit www.harmonytheaterinc.com.

POSITION- BOARD TREASURER: This is an extraordinary opportunity for an individual who is passionate about Harmony Theater's (HT) mission and will lead the finance committee to oversee and report the budget, financial control, investments, and administrative needs. Ideal candidates will have the following qualifications:

- Experience and skills/knowledge in non-profit accounting and tax requirements
- A commitment to and understanding of HT's participants
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of HT's participants

BOARD DUTIES: The Board will support the work of HT and provide mission-based leadership and strategic governance. While day-to-day operations are led by HT's executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the ED and staff as they develop and implement HT's strategic plan
- Reviewing outcomes and metrics created by HT for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving HT's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing HT to stakeholders; acting as an ambassador for the organization
- Ensuring HT's commitment to a diverse board and staff that reflects the communities HT serves
- Attend and contribute to the success of the organization's fundraising events and efforts

Board terms and participation: HT's Board Members will serve a 2-year term to be eligible for re-appointment for additional terms. Service on HT's Board of Directors is without remuneration, except for (when appropriate) administrative support, travel, and accommodation costs in relation to Board Members' duties. Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings. Currently board meetings are held on the second Tuesday, 7:00 pm, via Google Meet; post pandemic at the North Penn YMCA, Lansdale, PA.

Diversity, Equity & Inclusion: HT is committed to a diverse, inclusive, and equitable environment where all board members, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. Individuals of all backgrounds and experience levels are encouraged to apply.

START DATE: HT is seeking a candidate who is able to begin in the spring to learn from and collaborate with the present treasurer, board members, and staff, to then transition to begin July 1, 2021.

TO APPLY: All expressions of interest should be addressed to board chair, Bob Immerman, Bob@harmonytheaterinc.org