



**HOW TO APPLY FOR THE BOARD OF DIRECTORS OF  
IN THE HEART OF THE BEAST PUPPET AND MASK THEATRE**

**Applying to the board:** Thank you for your interest in serving as a member of the board of In the Heart of the Beast Puppet and Mask Theatre! This packet includes three parts, 1) A brief questionnaire, 2) The HOBT Board Member Description, and 3) A description of HOBT Board Committees.

Please include the following information in an email to [hobtboard@gmail.com](mailto:hobtboard@gmail.com)

1. Contact information (Full and preferred names, email, phone number, address, job title and place of work)
2. Why are you interested in serving on the board of In the Heart of the Beast Puppet and Mask Theatre?
3. Please list any relevant prior experience that you would bring to the board (for example, work experience, community membership, networks, non-profit work, etc.).
4. Please list any relevant skills that you would bring to the board (for example, professional skills, language proficiency, etc.)
5. Please list 3 references who can speak to your relevant experience. Include name, email address and organizational affiliation, and the capacity in which they've witnessed your work.
6. Any other questions, comments or thoughts.



## BOARD OF DIRECTORS Job Description and Responsibilities

### Background and Mission

David O'Fallon and Ray St Louis founded HOBT (originally called Powderhorn Puppet Theatre) in 1973. The theatre initially worked out of the basement of Walker Church in Minneapolis Powderhorn neighborhood, and was closely connected to Powderhorn Park from the very beginning. The first MayDay Parade & Festival took place in 1975 and has come to be celebrated annually by tens of thousands of people.

Since its founding HOBT has been creating original productions, touring performances, annually producing the MayDay Parade & Festival, teaching in schools, and working with various communities and activists. The proud mission of HOBT is to bring people together for the common good through the power of puppet and mask performance.

HOBT is best known for the MayDay Parade and festival which in its 44<sup>th</sup> year drew more than 60,000 to a celebration of community created by more than 2,000 community members. HOBT also produces year-round afterschool and summer youth programming, Saturday puppet shows for kids, artist development programs and premiere mainstage productions. In December 2016, three different theater critics listed three different HOBT productions among their year-end top ten lists of the best theater in the Twin Cities. HOBT continues a period of growth that has seen the staff size double in the past two years. In 2016 HOBT received a \$275,000 estate gift that is being used to move the organization toward an updated business plan and a feasibility study for a renovation of HOBT's home in the Avalon Theater.

### Expectations

The term of a board member is three years, with option for renewal for a second three-year term provided the member remains in good standing. New board members can expect to participate several hours each week in pursuit of these objectives:

1. Support the mission of HOBT to bring people together for the common good through the power of puppet and mask performance.
2. Attend a majority of board meetings. These usually occur on the 1<sup>st</sup> Thursday every other month from 5:30pm to 8:30pm. Most meetings are held at In the Heart of the Beast, 1500 E. Lake Street. To remain in good standing, board members must be in attendance at nine out of twelve meetings in a year. On occasion, a special meeting of the Directors may be scheduled between the regular monthly meetings.



3. Attend and participate in planning retreats and training as scheduled.
4. Be an active member of at least one committee. The committees meet in the alternate months from full board meetings. Current standing committees include Internal Affairs, External Affairs and Governance. The Chairs of each committee are considered Vice Presidents and comprise the Executive Committee, along with the Board Chair.
5. Make an annual financial contribution to HOBT. There is no minimum contribution; although we ask that HOBT be at the top of your giving range.
7. Participate fully in HOBT's fundraising activities through participation in free post-show receptions and introductory events, volunteer and donor thank-you events and at least one annual "ask" event. Publicize HOBT events, shows, and giving campaigns through your networks, including social media.
8. Attend and volunteer on the day of the annual MayDay Parade and Festival.
9. Attend one performance of each HOBT main stage production. Each board member may request two complimentary tickets to one production on an annual basis. Board members are encouraged to use these tickets to introduce people to the work of the theatre.
10. 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 nonprofit finance. All board members are encouraged to take advantage of ongoing board development activities throughout their term.

### **Officers and Committees of the Board**

Officers serve on the Executive Committee, which is convened as needed. Individual officer positions are elected by the Board annually and also perform the following tasks:

- The Chair develops the agendas and presides at meetings of the Board of Directors
- One of the 3 Vice-Chair(s) 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.

- The Treasurer chairs the Internal Affairs committee and oversees the accounting practices of the theatre.

The current board is serving in the following committees. The topic areas are the general responsibilities that are covered by the board, but the organization is open to flexibility. Ad hoc committees also form on specific service as different needs arise.

Internal Affairs- Chaired by the Treasurer, reviews monthly financials, cash flow, insurance, audit reports, HR and other policy and compliance issues. They also manage the facility and capital needs of the organization. Responsible for ensuring that financial reports are accurate and are distributed to the full board at each Board meeting. Looks at risks, opportunities and program planning for the organization.

External Affairs – Chaired by a member of the Board, working primarily on fundraising of all types. Identifies key strategies for reaching out to potential donors, communicating with current HOBT donors, planning and assisting for receptions and donor events. Also works on the core brand and communications related aspects of the Theatre, including social media.

Governance - Chaired by a member of the Board, working to establish criteria for and select potential board members, cultivate their interest in the nonprofit, present them to the board for approval, orient new members to their responsibilities, involve them in the life and work of the board, recognize their achievements, plan for ongoing training, evaluate individual member's performance and plan for a regular governing board self-assessment processes. This committee is also responsible for helping the organization meet diversity, equity and inclusion goals.