

**Theatre Tuscaloosa Board Member Recruitment, Expectations, and Requirements Policy**  
Created by the Board Expectations Committee (Kim Palm, Chair, Vickie Davis, Kathy Grissom, Adam Miller, and Judi Rabel)  
October 24, 2023

**Recruitment Procedure**

1. The Nominating Committee will seek and receive recommendations for new board members, beginning in May and closing at the board retreat in August each year.
2. Nominees should be:
  - a. Individuals who can contribute two of the following: time, talent, treasure
  - b. Advised of the requirements & expectations of board membership (see below)
  - c. Engaged in Theatre Tuscaloosa's programming prior to being asked to join the board (attending/participating in productions, volunteering, donating, taking classes/workshops). If a potential target is not yet engaged, recruiting should START with that person being invited and beginning to participate.
3. Potential nominees will be asked to complete and sign a board application prior to consideration.
4. The Nominating Committee will present a slate of board nominees at the August retreat. Only nominees for whom an application has been received may be considered.
5. The Board will vote on the slate of nominees at the September board meeting each year.
6. The Executive Committee will coordinate a new board member orientation as close as possible to the new members' first meeting.

**Requirements**

1. Purchase season tickets each year
2. Personally contribute annually to Theatre Tuscaloosa (level of giving is at the discretion of the member).
3. Attend at least one board meeting per quarter (currently held 4<sup>th</sup> Wednesdays at noon)
4. Participate in one or more standing Board committees (Finance, Fundraising, Educational Outreach, Community Outreach, Hospitality, Executive/Nominating)
5. Serve three-year terms (may serve up to two consecutive terms)

**Expectations**

1. Actively participate in board business and discussions and maintain confidentiality of same
2. Read board communications and promptly respond if requested
3. Attend productions and events each season
4. Volunteer for at least two productions/performances
5. Participate in fundraising efforts and events that may include the Annual Giving Campaign, Legacy Endowment campaign, corporate sponsorships, and/or grant solicitation
6. Participate in Board development activities
7. Attend annual Board retreat (usually a Saturday in August)
8. Seek potential new Board members
9. Represent Theatre Tuscaloosa to the general public and serve as an advocate to advance the organization, portraying Theatre Tuscaloosa in a positive and optimistic manner in all settings
10. Have fun!

**Compliance & Removal**

1. Each quarter, the Secretary will work with the Managing Director to monitor board members' compliance.
2. Any board member found to be non-compliant will be contacted by the President and reminded.
3. Any board member found to be non-compliant for two consecutive quarters may be asked by the President to resign. Failure to resign may result in removal by board vote.

**Theatre Tuscaloosa**  
**Paul & Susan Looney Legacy Endowment Use Policy**  
**Enacted by the Board of Directors April 15, 2015**

In establishing the Theatre Tuscaloosa Inc. Agency Fund (The Endowment) with the Community Foundation of West Alabama (The Foundation), The Board approves the following guidelines:

The initial funding goal established for The Endowment is \$ 1 million.

Any disbursement from The Endowment should be from interest or earnings only until the initial funding goal of The Endowment is achieved. The maximum that is available for disbursement is 50% of the earnings from the prior year until the initial funding goal is achieved. The available amount of earnings will be calculated based on the prior year-end fund statement that should be accessible during the first quarter of the following year. Disbursements can be singular or multiple and can be made at any time throughout the year, but the total amount disbursed cannot exceed the approved annual amount. The Executive Committee will make a recommendation to The Board for any disbursements and provide an explanation detailing the need for the distribution. A call for a vote will be made to The Board that will require a 2/3<sup>rd</sup> majority of voting members of The Board for approval. The proposal for disbursement will be communicated by e-mail to The Board prior to The Board meeting to allow for an electronic vote of those voting members who will not be able to attend the scheduled Board meeting. A record of The Board vote and a request in writing authorizing the disbursement will be provided to The Foundation for the approved amount of funds to be issued to Theatre Tuscaloosa, Inc. as specified by The Board.

Any consideration given to accessing funds from the core donations that make up the body of The Endowment is to be considered only for a significant purchase or expense and must be recommended by the Executive Committee to The Board for approval by a 2/3<sup>rd</sup> majority vote of the voting members of The Board.

Any changes to the approved Endowment policy or the authorized directives concerning the distribution of any of the assets of The Endowment will have to be approved by a 2/3<sup>rd</sup> majority vote of the voting members of The Board.

## **Theatre Tuscaloosa Paid Leave Policy**

Adopted by the Board of Directors on February 17, 2021

Theatre Tuscaloosa will provide full time employees (those working an average of 30 or more hours per week) with two types of paid leave: holiday leave and personal leave. Employees may only claim one type of paid leave at a time.

### **Holiday Leave**

Employees who work 30 or more hours per week on average (full time) will receive paid leave for state holidays and Shelton State Community College local holidays that result in the Martin Campus being closed. These holidays will be defined by Shelton State's annual academic calendar. Holiday leave shall be commensurate with the number of hours that would ordinarily be worked by the employee on the holiday in question based on a 4-week average for the given day of the week. An employee must be in a paid status five business days before and after a holiday in order to receive holiday leave pay.

### **Personal Leave**

Personal leave is defined as paid leave that is accrued based on the number of hours for which an employee is paid and which has been approved. Personal leave is for the purpose of providing paid leave time in order that employees may take paid time away from their work assignments for any purpose including but not limited to vacation, personal reasons, personal illness, caring for ill family members, or death of a family member.

Employees who work full time (30 or more hours per week on average), shall accrue paid leave time at the rate of five percent of hours worked. Employees must be in a paid status in order to earn personal leave. Earned personal leave time may be used with a minimum of one business day's notice to and permission from employee's immediate supervisor, except that leave for unanticipated medical reasons may be claimed within one business day of returning to work. Paid leave may accrue and be carried over from year to year up to a maximum of 80 hours. Any hours accrued above 80 shall be forfeit on the first day of each new fiscal year (October 1). Unused accrued personal leave shall be paid out to employee upon separation from the organization.

**Theatre Tuscaloosa**  
**Credit Card Use Policy**

Adopted by the Board of Directors on February 17, 2021

In order to facilitate business operations, The Board of Directors of Theatre Tuscaloosa has authorized the creation of credit card accounts for the staff to use to execute daily operations in an easy and timely manner. To assure fiscal responsibility, the Board establishes the following credit card use policy.

- Credit cards may be issued to full-time staff members only upon approval by the board.
- Credit cards will be used for Theatre Tuscaloosa business purposes only.
  - If a staff member has a question about whether a charge is specifically linked to Theatre Tuscaloosa business purposes, they should clear the charge with the Managing Director prior to making it.
  - If a staff member inadvertently charges a personal expense on a Theatre Tuscaloosa credit card, they are expected to:
    - Immediately alert the Managing Director to the error.
    - Provide a copy of the personal receipt following the submission guidelines below.
    - Repay Theatre Tuscaloosa before the end of the billing cycle in which the expense occurred to avoid finance charges accruing. Cash or check payments must be made through the ticket office and must be payable to “Theatre Tuscaloosa.”
    - Failure to repay the theatre for personal expenses as outlined above may result in the credit card being revoked from the card holder and a formal invoice being issued by the theatre to the card holder.
- Credit card receipts must be submitted to the Managing Director within 3 business days of each charge as follows:
  - Date, last 4 digits of card number, and amount charged highlighted
  - Show and/or budget line item written on receipt (ex: Fiddler Set)
  - Charger’s name written on receipt
- The Managing Director (or designee) will reconcile credit card receipts and statements monthly. Any charges for which receipts have not been received will be addressed as follows:
  - The Managing Director will inform the cardholder of missing receipts.
  - The card holder will be asked to produce receipts immediately and will be responsible for contacting merchants for duplicate receipts if needed. If a duplicate receipt cannot be obtained, the card holder must complete a “Missing Receipt Form” (Appendix A).
  - Any charges for which receipts cannot be obtained within 3 business days may be invoiced to the card holder for immediate payment. See personal charge payment policy above.
- Upon separation from Theatre Tuscaloosa, card holders must surrender their cards to the Managing Director and inform the Managing Director of any pending or recurring payments linked to their credit card. The Managing Director may place a freeze on or cancel surrendered credit cards.
- Every effort shall be made to pay each credit card’s balance in full each month (or as soon as fiscally feasible) to avoid or minimize finance charges.
- Any “rewards” points earned via credit card purchases shall be the property of Theatre Tuscaloosa and shall be redeemed exclusively to pay for and/or reduce business expenses.

## APPENDIX A

### Theatre Tuscaloosa Credit Card Purchase Record (Receipt Unavailable)

Complete and submit to the bookkeeper an individual copy of this form for EVERY credit card purchase for which a receipt is unavailable.

Name of Purchaser: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Vendor: \_\_\_\_\_

Amount of Purchase: \$ \_\_\_\_\_

Budget Line(s) of Purchase (Show, purpose): \_\_\_\_\_

Last 4 digits of credit card used: \_\_\_\_\_

Was any portion of this purchase for personal use?  Yes  No If yes, amount: \$ \_\_\_\_\_

Explanation of missing receipt/personal use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By signing below, I certify that the above purchase was made for the business purposes stated, and/or I will repay any portion that was for personal use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date