

AMERICAN THEATRE ORGAN SOCIETY (ATOS)

JOB DESCRIPTION

Board of Directors

EXPECTATIONS OF THE BOARD

The mission of the American Theatre Organ Society (ATOS) is to preserve, protect, promote, and present a truly American musical invention, the theatre pipe organ, and its musical art form, worldwide.

To ensure that the few remaining instruments are played wherever possible to provide entertainment to the public as a solo instrument or part of an ensemble, and to accompany silent films.

To encourage industry-accepted restoration and maintenance methods and techniques to ensure performance ability for future generations.

To assist local chapters and our members by providing coordinated support in education, concert promotion, and marketing to further our mission.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting the officers at the annual meeting
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring our programs and services
- enhancing our public image
- assessing its own performance as the governing body of the American Theatre Organ Society

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

- Each individual board member is expected to know the organization's mission, policies, programs, and needs
- Read and understand the organization's financial statements when submitted
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for ATOS to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve our mission
- Give a personal financial donation
- Help identify personal connections that can benefit the organization's fundraising
- Prepare for, attend, and participate in board meetings
 - Submitting all board requested reports on or before the deadlines

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- Multiple unexcused absences from board meetings will not be tolerated
- Participate fully in one or more committees

BOARD MEMBERS ARE ALSO EXPECTED TO

- Follow the organization's bylaws, policies, and board resolutions
- Sign all required documents and update them during the year as necessary
 - Youth Protection Policy
 - Conflict of Interest
 - Applicable Job Description
 - Code of Ethics
- Disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the American Theatre organ Society.
- Reach out to their assigned local chapters at least quarterly to share information, review status of Endowment awards (where applicable) and encourage involvement in ATOS programs.

Failure to adhere to the expectations as listed above could result in removal from the ATOS Board of Directors.