

## **TWN COMMITTEES 2021**

(Descriptions are from current Bylaws and may change during Bylaws update.)

Note: Board President, Producing Artistic Director & Executive Director are ex-officio on all committees.

### **EXECUTIVE AND COMPENSATION (Standing)**

Susan Lucier, President & Chair

Maria Roach, 1<sup>st</sup> Vice President

Kay Bernon, 2<sup>nd</sup> Vice President

Chris Mortenson, Treasurer

Ellie Gottwald, Clerk

Terry Schubach

Summary of duties:

- Shall have and may exercise all of the powers and authority of the Board during intervals between Board meetings.
- Conducts annual evaluations and establishes the compensation of the Executive Director and the Producing Artistic Director.

### **NOMINATING AND GOVERNANCE (Standing)**

Terry Schubach, Chair

Jane Forman

David Southwell

Summary of duties:

- Identify, evaluate and present candidates for election and re-election to the Board and Council. Includes Emeritus Directors
- Lead in succession planning
- Inform new board members of fiduciary duty and expectations of directors
- Works with president, Executive Director and Producing Artistic Director to identify committees and committee chairs.

### **FINANCE AND AUDIT (Standing)**

Chris Mortenson, Chair

Amber Cantella

John Copenhaver

Les Silverman

David Southwell

Summary of duties:

Responsible for oversight of all financial matters and functions, including but not limited to budgeting, reporting and investments.

#### **Budget (Subcommittee of Finance)**

Chris Mortenson, Chair

Amber Cantella

Jeff Lucier

**Investment (Subcommittee of Finance)**

Chris Mortenson, Chair  
John Copenhaver  
Jeff Lucier

Summary of duties:

This committee is currently not listed as a standing committee in the bylaws and it isn't specifically mentioned under the Finance Committee either. However, a committee was formed in 2019 to determine how the \$100K anonymous gift should be invested and to write a new investment policy (passed at the 3/11/19 board meeting).

**DEVELOPMENT (Standing)**

Kay Bernon, Chair  
Beth English  
Jeff Lucier  
Linda Mason  
Helene Patterson  
Maria Roach  
Lisa Soeder

Summary of duties:

- review, recommend, and support strategies and goals for, and oversee the progress of, all of TWN's fundraising initiatives, including annual appeals, major and planned gifts, capital and endowment campaigns, and events
- support and assist the staff in their efforts to engage donors and prospective donors in the work of the company and to cultivate, solicit, and steward such donors
- work with the Nominating & Governance Committee to insure that new directors understand and accept their responsibilities in fundraising and development
- oversee and support the efforts of TWN to elicit donations.

**Events (Subcommittee of Development)**

(Chairs TBD)  
Maria Roche  
Kay Bernon  
Jean doyen de Montaignou  
William Steele

Summary of duties:

- To support and assist the staff in all aspects of planning and executing events.

**Hospitality (Subcommittee of Development)**

Victoria Girvan, Chair  
Jane Forman  
Kathy Garre-Ayars  
Terry Schubach  
Lisa Soeder

Calista West

Summary of duties:

- Support and assist the staff in welcoming visiting artists to the island, which may include, for each show, a welcome cocktail party, a “goody bag” filled with treats and essentials for a meaningful stay.
- Assist in the planning of opening night parties.

**FACILITIES (Standing)**

Helene Patterson, Chair

Victoria Girvan

Ellie Gottwald

The purpose of the Facilities Committee is to oversee and ensure that TWN’s property at 12 Pine Grove remains well equipped and maintained. The committee will work closely with the Executive Director, meeting at least twice a year to discuss requirements for managing the property, identify new needs, and make any changes that might be necessary. The committee will also review budget allocations for operations, maintenance, and any capital improvements to ensure that adequate funds are budgeted.

Areas include:

- General System Maintenance
- Custodial
- Landscape
- Facility Expansion
- Safety/Risk
- Equipment and Systems
- Comprehensive Insurance Policy
- Specific reporting obligations and other requirements we have under the mortgage loan agreement with Rockland Trust