



YOUR WORLD ON STAGE

ARTISTIC DIRECTOR
CHAY YEW

MANAGING DIRECTOR
ERICA DANIELS

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SUSAN WEISS

CHAY YEW

**2433 N LINCOLN AVE
CHICAGO, IL 60614**

ADMINISTRATIVE OFFICE
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773.871.3000

VICTORYGARDENS.ORG



Victory Gardens Theater Trustee Roles and Responsibilities

Victory Gardens' (VG) Trustees lead and contribute to the well-being of the organization by:

- Enthusiastically endorsing the mission, and serving as ambassadors to Chicago's civic and corporate communities.
- Serving as a resource and consultant to the organization, senior staff and fellow trustees by offering professional guidance and leadership, as appropriate.
- Maintaining the financial health of VG by ensuring that the organization is fiscally responsible, and that expenditures forward VG's mission and strategic objectives.
- Supporting fellow trustees by accepting responsibility for a proportionate share of the work and following through on all commitments.
- Reviewing and approving the annual budget in a timely manner.
- Evaluating the performance of the Artistic and Managing Directors.
- Accepting responsibility for – and overseeing – the organization's policies and enforcement.

AMBASSADORSHIP FOCUS

- Trustees regularly attend and support productions, including the Chicago Stories Gala and other significant events.
- Trustees serve as VG's ambassadors in Chicago and beyond, consistently promoting its mission and values to new and existing donors.
- Trustees are knowledgeable about VG's art, programs, staff, teaching artists, Teen Arts Council, productions and Playwrights.

LEADERSHIP FOCUS

- The full board generally convenes five times each year, surrounding the five Main Stage productions. Attendance at all meetings is expected, and 60% attendance is required.
- Each trustee is expected to be an active member of one to two board committees, preferably one committee assignment being a



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fundraising committee (Gala or Development) or the Board Development Committee.

- All trustees participate in an annual trustee conversation with Board and executive leadership.

FINANCIAL CONTRIBUTION

Trustees are expected to make VG one of their top philanthropic priorities. Trustees achieve a total minimum 'give or get' of \$10,000 every fiscal year, which runs from July 1 through June 30 of the following year. Trustees reach their give/get through a combination of:

- Personal and/or corporate contributions to the annual fund, Playwright's Society, Director's Council, Production Sponsorships, education programs, or new work.
- Personal and/or corporate contributions for tables or tickets the Chicago Stories Gala and spring benefit.
- Fundraising efforts for the annual fund, Playwrights Society, Director's Council, Production Sponsorships, education programs, new work, the Chicago Stories Gala, and spring benefit.

FUNDRAISING FOCUS

Participation in fundraising initiatives is integral to keeping VG strong. Trustees' expertise and guidance helps to ensure VG meets its development goals. Trustees can contribute to fundraising by:

- Cultivating potential board members and donors through VG activities, and hosting and attending donor cultivation events.
- Supporting VG's efforts to secure new donors and sponsors.
- Securing table and ticket sales and night-of fundraising participation for the Chicago Stories Gala.
- Working with the Development Team to build a personal portfolio of contacts for Playwrights Society (\$1,000+) and annual fund (up to \$999) contributions.
- Identifying potential individual, corporate, government and foundation donors.



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BOARD DEVELOPMENT

The continual evolution of the Board is critical to the future success of VG. Trustees are asked to assist the Board Development Committee in ensuring the Board is equipped to meet the organization's growing needs by ensuring it represents the city's diversity and includes experts across fields relevant to VG's mission. Board Members are expected to:

- Serve as mentors to new trustees by inviting them to relevant events, providing information and insight about the organization, and assisting with overall acclimation.
- Submit suggestions for candidates who meet trustee expectations, and participate in recruitment, as appropriate.
- Actively cultivate board candidates by hosting them at VG events.