



THREE BRANCHES

TimeLine Theatre Company has three bodies at the heart of its operations: a Board of Directors; a team of Company Members; and an administrative staff. All three bodies serve TimeLine's mission, and while each has its own clearly defined role and works independently, it is imperative for the health of the organization that all three bodies also work in tandem and in harmony. The executives in charge of developing the artistic vision and overseeing TimeLine's operation are the Artistic Director and the Executive Director.

The BOARD's role is to act on behalf of the public by ensuring that TimeLine is expending donated funds in accordance with its non-profit status and its mission. The Board's major responsibilities include evaluating the Artistic Director and Executive Director and working in tandem with staff to approve and monitor the annual budget, manage financial and other assets, fundraise, create and monitor a long-range strategic plan, promote the organization's work in the community, provide general policy oversight, and develop the Board's own membership. The Board has committees assigned with specific goals, including an Executive Committee that provides oversight and leadership for the entire Board.

The COMPANY's role is to carry out TimeLine's mission, to develop its artistic programs and ensure its artistic quality. The Company's major responsibilities include assisting with the development and implementation of the long-range strategic plan, season planning and selection of all plays presented by the organization, scouting and promoting artistic collaborators, partnering with Associate Artists and guest artists to improve and elevate our work culture and policies, assessment of all artistic programs and productions, and development of the Company's own membership. The Company Members make decisions collaboratively and democratically—including play selection—and are led in discussion and decision-making by the Artistic Director.

The STAFF's role is to utilize its professional skills and creativity to execute the organization's mission and artistic vision. The staff's major responsibilities include maintaining an administrative and production infrastructure; managing all programs, including producing the organization's shows; raising funds; and managing all income, expenses and assets at the direction of the Board. Staff compensation is decided by the Artistic Director and Executive Director. The staff makes decisions (including staff hiring) based on the responsibility and authority of each member's position and the overall guidance of the Artistic Director and Executive Director.

Shared Governance. As defined in the organization's by-laws, there are some shared governance responsibilities between the Board and Company Members, particularly for major decisions that impact not only the fiscal health of the organization but also its mission, artistic creations, and manner of producing. The idea for some shared governance stems from our belief that issues of such magnitude require full understanding and buy-in from both bodies, not just as a system of checks and balances but as a working example of collaboration and cohesion. Some examples of collaboration between Board and Company Members include decisions regarding hiring/firing of the Artistic or Executive Directors, making changes to the mission and any potential mergers, consolidations, or dissolution of the organization.