

LAUGHING MATTER OF BOSTON
BOARD OF DIRECTORS

MANAGING DIRECTOR
POSITION DESCRIPTION

Reports To: The Managing Director is appointed by the Executive Director and reports to the Board of Directors of the Greater Boston Chapter (the “Boston Board”). The Boston Board supervises the Managing Director who serves Laughing Matter (the “Corporation”) at the pleasure of the Board.

Direct Reports: The Managing Director manages the chapter executive team, including the officers of the chapter (other than the Chairman) who, at the Managing Director’s direction, have responsibility for conducting the business and affairs of the Chapter.

Position Summary: The Managing Director shall have overall accountability, responsibility and authority for the management of the business and affairs of the Chapter in accordance with the strategic plan and objectives adopted and approved by the Board and subject to oversight by the Board and the Boston Board. The Managing Director shall cause the chapter to meet the requirements recipients of Laughing Matter services and of the donors, and to comply with applicable laws and regulations.

Specific Roles and Responsibilities:

The Managing Director is responsible for:

- Organizing and leading all rehearsals, or as exceptional circumstances dictate, appointing a designee from the ensemble to lead rehearsal.
- Organizing and leading all performances and workshops, or as exceptional circumstances dictate, appointing a designee from the ensemble to lead a performance or workshop.
- Implementing and ensuring the effective operations of the Chapter, and keeping the Board informed in a timely manner of the progress of the Chapter on the achievement of or material deviations from the strategic goals.
- Instituting transparency in the Chapter’s operations to engender public trust in Laughing Matter’s services.
- Assuring the accuracy and integrity of the Chapter’s financial information, reporting and disclosure requirements, and internal controls.
- Complying with applicable legal, regulatory, ethical, Laughing Matter Code of Ethics and Conduct, and other corporate compliance requirements.