



Board of Directors Application

Name _____

Email _____

Address _____

City _____ Zip Code _____

Home Phone _____ Cell Phone _____

Purpose of serving on the Board of Directors

Board members are the trustees who steer the organization towards a sustainable future by providing sound and ethical governance, financial and operational management to ensure the organization can meet its vision and support and grow its membership.

Board Members Responsibilities:

- Be an advocate of CDT
- Contribute your time and skills
- Attend all board meetings. If you are unable to attend, please try to call in and you must review the meeting minutes. Missing more than 3 meetings will result in a vote on whether you can continue your role on the board.
- Do not discuss board member meetings or conversations with anyone outside of the board
- At Tech/Dress Rehearsals at the Grand for each production, board members must be present to help.
- Must work backstage at all shows, with the exception of 1 (to watch the production)
- Must help load out of theater at end of last show and take items to storage location
- Must attend fundraising events

Board Member Roles:

- Chairperson/CEO- maintains organization mission, strategy, and budget with a focus on maintaining the financial success of the organization providing thought leadership and basic understanding of nonprofit rules to ensure the best interest of the organization.
- Vice Chairperson/CFO - oversees general management of organization, working closely with chairperson and other members to ensure operational success.
- Secretary- manages and maintains organizations records e.g. scheduling monthly board meeting, drafting agenda and minutes, oversee membership list and contact information(email list), sends official emails, updates informational packets, maintains contracts, rehearsal schedules, sign in sheets, auditions, door check in and check out lists, on-boarding on new board members, etc...
- Treasurer- manages organizations finances, ensuring timely and accurate accounting and tracking of all expenses and income e.g. pay bills, complete taxes, provide reimbursements, maintain insurance, generate financial reports, etc...
- Fundraising- Identifies opportunities for fundraising to help meet organizations financial needs e.g. research potential sponsors, develop fundraising events, maintaining records of sponsors and fundraisers, organizing campaigns that lead to donations, etc.
- Publicity- Promote and educate the public about the organization e.g. create promotion material, print and distribute fliers out to the community, identify opportunities for promotion (community events) etc.
- Member at Large-, volunteer hours, program, checks class status, helps all other roles etc...

1. Please check all items in which you have expertise or experience:

___ Event Planning

___ Advertising

___ Creativity

___ Public Relations

___ Finance

___ Fundraising

___ Community Outreach

___ Tech Skills

___ Other

(describe "other" skills) _____

2. Are you presently serving on other Boards or do you have other volunteer commitments? If “yes”, please elaborate:

3. Do you have any previous Board (non-profit or for-profit) experience? Any position held with leadership experience, or areas of expertise that can contribute to the CDT Board? Please elaborate:

4. Please briefly describe any additional professional activities, awards, publications, membership, offices, or leadership roles? Please elaborate & include dates:

Why are you interested in serving on the CDT Board? Are you willing to hold a position of office ie. Chairperson, Secretary, Treasurer, or Assistant o any of the mentioned positions when they are available?

Please submit completed application to cdtofracy@gmail.com