



## Board Expectations & Norms

Thank you for your interest in serving on the Scarborough Music Theatre (SMT) Board of Directors. Board members play an important role in helping shape the future of our organization and ensuring we continue to provide outstanding musical theatre experiences for our audiences, volunteers, and performers.

This document outlines what you can expect from Board service—and what the Board expects from its members.

## What Makes a Great Board Member?

There is no single "perfect" Board member. We value people with different backgrounds, experiences, and perspectives. Some qualities that make for a successful Board member include:

- A passion for and commitment to SMT's mission and vision.
- An interest in musical theatre (or a willingness to learn more about it).
- Strong communication, collaboration, and leadership skills—or the desire to develop them.
- A willingness to contribute time, energy, and ideas.
- The ability to work respectfully and effectively as part of a team.
- Experience or expertise in areas that benefit the organization, such as finance, governance, marketing, fundraising, grant writing, human resources, legal, technical theatre, or other relevant skills.

## Board Member Expectations

The SMT Board meets once each month, with meetings typically lasting about two hours.

Board members are expected to:

- Attend at least 80% of Board meetings.
- Review meeting materials in advance and complete assigned action items before the next meeting whenever possible.
- Submit reports to the Secretary at least three days before each Board meeting.
- Participate actively and respectfully in Board discussions and decision-making.
- Serve on at least one SMT portfolio, committee, or working group and attend additional planning meetings as required.
- Follow SMT's Board Meeting Code of Conduct.

- Support SMT productions by volunteering when needed and helping fill key roles whenever possible.
- Be an ambassador for SMT by promoting the organization and supporting its activities within the community.
- Review, sign, and comply with all required Board policies and annual declarations, including:
  - Consent to Serve form
  - Confidentiality & Conflict of Interest form
  - Respectful Environment Policy attestation
  - Board Information form

## **What You Can Expect From Board Service**

Serving on the SMT Board is an opportunity to make a real difference while working alongside a passionate and dedicated group of volunteers.

As a Board member, you'll have the opportunity to:

- Help shape the future of Scarborough Music Theatre.
- Contribute your unique skills and experience to meaningful projects and decisions.
- Learn new skills in leadership, governance, strategic planning, and nonprofit management.
- Build relationships with an amazing community of volunteers, performers, and theatre lovers.
- Gain experience that can be valuable in both your personal and professional life.
- Celebrate the success of the productions and programs you've helped make possible.

And, as a small thank you for your commitment, you'll also receive a complimentary SMT membership for the season.

We know that volunteering on the Board is a significant commitment, and we truly appreciate the time, enthusiasm, and expertise our Board members bring to the organization. Together, we can continue to build a strong, welcoming, and vibrant future for Scarborough Music Theatre.