



Board Member Roles & Responsibilities

Scarborough Music Theatre's Board of Directors is a **working board**. That means our Board members don't just help set the direction of the organization—they also roll up their sleeves and help make it happen.

Working together, the Board develops SMT's strategic direction, oversees governance and financial health, establishes policies, and supports the many volunteers who bring our productions and programs to life. Board members also take on leadership roles in areas such as marketing and communications, fundraising, sponsorship, membership, volunteer engagement, education, facilities, technical theatre, and special projects.

Every Board member brings their own skills and interests, and there are plenty of opportunities to contribute in meaningful ways.

President

The President provides leadership to the Board and the organization, chairs meetings of both the membership and the Board of Directors, and helps guide SMT's strategic direction. They work closely with Board members, volunteers, production teams, and Theatre Scarborough to ensure the organization continues to thrive. The President is also responsible for the overall management and supervision of SMT's affairs and serves as one of the organization's primary ambassadors.

Vice-President

The Vice-President works closely with the President to support the day-to-day leadership of the organization and steps into the President's role whenever necessary. They often lead special projects, oversee key portfolios, and help coordinate the work of Board members and committees. The Vice-President plays an important role in ensuring initiatives continue to move forward throughout the season.

Secretary

The Secretary is responsible for keeping the Board organized and informed. They prepare agendas with the President, distribute meeting materials, record accurate minutes, and maintain SMT's official records, policies, and governance documents. The Secretary also helps ensure the Board remains compliant with its governing documents and organizational requirements.

Treasurer

The Treasurer oversees SMT's financial health by maintaining accurate financial records, monitoring budgets, preparing financial reports for the Board, and ensuring the organization's funds are managed responsibly. Working closely with SMT's bookkeeper, accountants, and auditors, the Treasurer helps the Board make informed financial decisions while ensuring appropriate financial controls are in place.

Directors

Directors play a vital role in the success of SMT by taking ownership of one or more portfolios or committees that support the organization throughout the year. Depending on their interests and experience, Directors may lead or support areas such as:

- Marketing and Communications
- Membership and Patron Engagement
- Volunteer Recruitment and Recognition
- Education and Youth Programming
- Production Support and Technical Theatre
- Fundraising and Sponsorship
- Community Outreach
- Governance and Strategic Planning
- Human Resources
- Facilities and Special Projects

Directors are encouraged to identify opportunities for improvement, help solve challenges, and work collaboratively with fellow Board members and volunteers to strengthen the organization.

Together We Make It Happen

No one person keeps SMT running—it's a team effort. Our Board works together to support our volunteers, strengthen the organization, and ensure Scarborough Music Theatre continues to provide outstanding theatrical experiences for our community.

Join Us!

We're always looking for enthusiastic people with a passion for theatre and community to join our Board. Whether you bring experience in governance, finance, marketing, technical theatre, fundraising, or simply a willingness to learn and contribute, we'd love to hear from you.

If you'd like to learn more about serving on the SMT Board, please contact **Dot Routledge** at **vp@smt-theatre.com**.

If you're interested in running for the Board, please contact **Mike Scott**, Chair of the Nominations Committee, at **smt_agm@theatrescarborough.com**.