



## **Board Member Roles and Responsibilities**

SMT's board of directors is a working board. This means that directors are responsible for the big picture strategy and policies of SMT and also participate in implementing those strategies/policies and in the organization's day-to-day functions.

Members of the board take responsibility for the company's finances and physical spaces as well as heading teams that coordinate membership, marketing and publicity, programming, fundraising, sponsorship, youth and adult education, volunteers and much more.

Some of the positions have specific responsibilities as follows:

### **President**

The President chairs meetings of the members of SMT and of the Board of Directors and is responsible for the general management and supervision of the affairs and operations of the Corporation.

### **Vice-President**

The Vice-President supports the President and assumes the responsibilities and duties of the President in their absence. They also perform such other duties as determined by the Board of Directors.

### **Secretary**

The Secretary is the Clerk of the Board of Directors. They attend all meetings of the Board of Directors and record minutes of all proceedings. They are the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation. They also perform such other duties as determined by the Board of Directors.

### **Treasurer**

The Treasurer is responsible for keeping full and accurate accounts of all financial transactions of SMT in proper books of account, and the deposit of all monies or other valuables in the bank. They also make payments under the direction of the Board of Directors, keeping proper records, and reporting to the Board regularly at Board meetings.

### **Directors**

Directors take on leadership roles for committees, teams like marketing and publicity, education, member and patron engagement, human resources, volunteering coordination, community outreach, fundraising, sponsorship and more.

All together this group helps to keep SMT running.

## **Join us!**

We're looking for some new people to join our ranks – please consider giving back to SMT.

For information on the board roles and responsibilities please reach out to Dot at [vp@smt-theatre.com](mailto:vp@smt-theatre.com) or to run for the board reach out to Mike Scott at [smt\\_agm@theatrescarborough.com](mailto:smt_agm@theatrescarborough.com).