

Board of Directors - Roles and Responsibilities (R&R)

The Theatre Scarborough (TS) Board of Directors is elected a little differently than other Boards. The Presidents (or their designate) of the three Member Performing Arts Organizations (the MPAO - SMT, SP, and STG) are automatically the first three members of the TS Board.

At the TS AGM, eight additional members are elected: the **President**, the **Vice President**, and six to eight **Members at Large**. From the six (to eight) Members at Large, the 11 to 13 BOD members elect a Secretary and a Treasurer. The four to six remaining Members at Large are then general Directors of the Board.

The President

The President provides leadership to the Board, ensures the integrity of the Board's process, and is the default contact on behalf of the Board to outside parties. The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and department heads, if any, of the Corporation. The President ensures the Board discusses all matters relating to the Board's mandate.

The Vice President

The Vice-President works collaboratively with the President to support the Board in fulfilling its fiduciary responsibilities. The Vice-President supports the President in maintaining a high standard for Board conduct and upholds policies and the bylaws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

The Secretary

The Secretary works collaboratively with and supports the President and Vice President in maintaining a high standard for Board conduct and upholds policies and the bylaws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities. The Secretary is responsible to give such notice as required by the bylaws of all meetings of the Corporation and the Board. The Secretary is responsible to attend all meetings of the Board and to take and file the official minutes of those meetings. The Secretary leads - or works collaboratively with - those organizing and filing all records of the corporation.

The Treasurer

The Treasurer works collaboratively with the President and department heads, if any, to support the Board in achieving its fiduciary responsibilities. The Treasurer shall have the custody of the funds and securities of the Corporation. The Treasurer shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Corporation in the books belonging to the Corporation. The Treasurer shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time.

Members at Large

Members at Large might lead or be the Board Liaison for certain departments (*e.g., Box Office, Theatre Coordination, Refreshments, Hearing Assist, Publicity & Marketing, TS-Website, Community Outreach, City or SVRC Liaison, Accessibility, Governance*). Members at Large might sit in for an Officer position, should an Officer be unable to attend. Members at Large could also express an interest in learning and backing-up one of the Officer roles in the interest of succession planning – President, Vice-President, Secretary, or Treasurer.

For a complete listing of position R&R, please refer to the current bylaws.