

The Board of Directors of Theatre Scarborough (*TS, while the legal entity is Playhouse 66*) has developed this guide to inform prospective and existing Board Members of what to expect when serving TS.

Our Vision - Supporting creation and connection through Community Theatre.

What's in it for you?

TS wants your experience on the Board to be rewarding for you. We believe that those actively participating on the Board of Directors will experience:

- The satisfaction of contributing to the continuous improvement of both TS Operations and the operations of the TS Board of Directors providing;
 - a. quality live theatre experience to the Scarborough community;
 - b. the opportunity for individuals to grow in the theatre technical and administrative space;
- The ability to contribute your special skills to a keen and dynamic charity serving the Scarborough community;
- The opportunity to learn new charity Board skills in a collaborative environment from skilled Board partners;
- Sharing your interest in and/or background knowledge of live theatre administration, and contributing at the Board level;
- The opportunity to develop your communication and leadership skills;
- Exciting work in a collaborative environment with like-minded people; and
- Free SMT/STG/SP membership for the year in which you serve.

Expectations include:

Regular Board meetings are never more than 2.5 hours and are held monthly (*generally at 9am on the 2nd Saturday of every month. Secretary to provide specific dates*). Most recently, these meetings have been held over Zoom. As well, there is an AGM every August.

1. Every effort to:
 - attend 80%+ of Board meetings (*always advise Secretary ASAP of absence*) for the entire Board meeting time;
 - put aside time (15 to 60-min) prior to each Board meeting to review any/all pre-reading materials distributed by the Secretary;
 - submit any reports in a timely manner (**by eod Wednesday**) before a meeting;
 - participate openly at all Board meetings; and
 - work on any Action Items assigned at a Board meeting and submit the results to the Secretary in a timely manner.
2. When necessary, attend an Orientation – a **Start of Year Kick-off mtg** often held every September which includes a <3-hour> orientation followed by a lunch break and then the regular 2-hour Board meeting;
3. Willingness to:
 - Lead (or participate in) one or more TS special projects;
 - Understand and speak to TS finances (sources of income and why TS pays some of the bills) as provided by the Treasurer (*training by Treasurer is available on request*);
 - Be an advocate for TS within the community at any chance and at every opportunity;
 - Sign and follow attestations regarding the consent to serve, confidentiality, conflict of interest, and our respectful environment; and
 - Do your best to attend several of the 11 productions available in a season – remember you are a member of each group, so complimentary seats are available to you.

Thank you for considering serving on the Theatre Scarborough Board.