

The Board of Directors (BOD) of Scarborough Music Theatre (SMT) has developed this listing of “Board Norms” to advise prospective (and existing) Board Members of the expectations of the members of the Board of Directors of SMT.

It is assumed that all Board Members are interested in making a positive contribution to the SMT Board. Such a contribution includes:

- Share a commitment to the mission and vision of SMT;
- Have strong background knowledge of musical theatre and want to contribute at the board level;
- Show excellent communication and leadership skills;
- Willingness to commit the time and energy to make a contribution (see **Regular Expectations**);
- Ability to work well in a collaborative environment;
- Specific knowledge or skills needed on the Board;

Regular Expectations include:

Board meetings are approximately 2.5 hours and are held monthly (*generally on the 3rd Tuesday of every month. Secretary to provide specific dates*). As well, there is an AGM every August.

1. Every effort to attend 80%+ of Board meetings (*always advise Secretary asap of absence*);
2. Every effort to put aside the entire Board meeting time;
3. Any reports to be presented at a Board meeting must be either:
 - Sent to the Secretary no later than 3 days before the Board meeting; or
 - 15-copies brought to the Board meeting, and the e-version sent to the Secretary immediately following the Board meeting;
4. Agreement to put aside time (15 to 60-min) before each Board meeting to review any/all pre-reading materials distributed by the Secretary;
5. Willingness to participate openly at all Board meetings;
6. Agreement to work on any Action Items assigned at the Board meeting in time for the assigned due date;
7. SOY-KO – There is a Start of Year Kick-off meeting held every September. This is normally 4-8 hours, depending on the agenda. Every effort should be made to attend;
8. Regular planning meetings (PPP-mtgs) are approximately 2 hours and are held monthly (*with the exception of Nov/Feb/May/Aug*) - if not required, they are cancelled. Ad hoc planning meetings might also arise;
 - Every effort to attend all SMT planning meetings where the topic is of interest to you;
9. Willingness to follow the **SMT Meeting Code of Conduct**;
10. Willingness to lead (or participate in) one or more SMT Portfolios or SMT Standing Committees;
11. Willingness – in extenuating circumstances - to put in extra time during shows to support any volunteer spots that just cannot be pre-filled (*e.g., FOH, 50/50 table, info table, refreshments*);
12. Willingness to achieve at least rudimentary financial literacy so that you understand and (*at a high level*) can speak to SMT finances – as provided by the Treasurer (*training by Treasurer is available on request*);
13. Willingness to be an advocate for SMT within the community at any chance and at every opportunity;
14. Willingness to sign and follow the **Annual BOD Consent to Serve Attestation**;
15. Willingness to sign and follow the **Annual Confidentiality & Conflict of Interest Attestation**;
16. Willingness to sign and follow the **Annual Respectful Environment Attestation**;

17. Willingness to participate in the **Annual SMT BOD Self Evaluation Questionnaire** (held in June);
18. It is expected that each Board member will do their best to attend each SMT show – at least once;
19. It is desired that each Board member make a donation to SMT. Any amount is appreciated;

What's in it for you?

SMT wants your experience on our Board to be rewarding for you. We believe that those actively participating on our Board will experience:

- The pleasure of working with a passionate team of **not-for-profit** BOD professionals;
- The pleasure of working with a charity providing:
 - a. a quality live musical theatre experience to the Scarborough community;
 - b. a quality performance experience to our performers;
 - c. the opportunity for individuals to grow in the musical theatre technical space;
- The ability to contribute your special skills to a keen and dynamic charity serving the Scarborough community;
- The satisfaction of learning a new **not-for-profit** Board skill (or skills) in a collaborative environment from skilled Board partners;
- The satisfaction of contributing to the continuous improvement of both SMT Operations and the operations of the SMT Board of Directors;
- Working on the Board of a small to mid-size charity can help you develop key skills transferrable to managing or operating a small business;
- Free SMT membership for the year in which you serve (*which contributes to SMT Life Membership*). There are MANY benefits to membership (*see membership form*), however membership will include two free tickets to your choice of SMT show during the season (*valued at \$60*);