

The Board of Directors 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.

What makes a good Board member? Some or all of:

- A commitment to the mission and vision of SMT;
- A strong background knowledge of musical theatre or the interest to learn more;
- Strong communication and leadership skills or the desire to develop your skills;
- Willingness to commit time and energy to the group;
- Ability to work well with others;
- Specific knowledge or skills needed on the Board – like grant proposal writing or ;

### **Regular Expectations include:**

Board meetings are held once a month and last approximately 2.5 hours. Board members should:

1. Attend at least 80% of Board meetings, as well as make time before the meeting to review materials distributed by the Secretary and work on any action items assigned to them before the next meeting;
2. Prepare any reports to be presented at a Board in advance and either:
  - Send them to the Secretary at least 3 days before the Board meeting; or
  - Bring 15-copies to the Board meeting and email one to the Secretary as soon as possible;
3. Participate openly at all Board meetings;
4. Participate in one or more SMT Portfolios or Standing Committees and attend additional planning meetings as required;
5. Follow the **SMT Meeting Code of Conduct**;
6. Put in extra time to support shows and fill volunteer positions if required;
7. Be an advocate for SMT within the community at any chance and at every opportunity;
8. Sign and follow policy documents including the **Annual Board Consent to Serve Attestation**, the **Annual Confidentiality & Conflict of Interest Attestation**, the **Annual Respectful Environment Attestation**, and the **Annual SMT Board Self Evaluation Questionnaire**;
9. Attend each SMT show – at least once;

### **What’s in it for you?**

We want your experience on the Board to be rewarding. We believe that those actively participating on our Board will have the pleasure of contributing their skills to a passionate team working to bring a quality live musical theatre experience to the Scarborough community and a quality performance experience to our performers. Serving on the Board provides opportunities to learn and develop skills that may be transferable to work outside of the theatre. And we give you a free SMT membership for the year!