

The Board of Directors (BOD) of Playhouse 66 (PH66 o/a Theatre Scarborough) 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 PH66.

It is assumed that all Board Members are interested in making a positive contribution to the PH66 Board. Such a contribution includes:

- Share a commitment to the **Mission and Vision** of PH66;
- Have interest in &/or background knowledge of live theatre administration, 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 at 10am on the 2nd Saturday 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**
 - 10-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. **Orientation** – There is a Start of Year Kick-off meeting held every September. This will be a [3-hour] orientation meeting, and a 2-hour regular Board meeting (a lunch will be provided). Every effort should be made to attend;
8. Willingness to follow the **PH66 Meeting Code of Conduct**;
9. Willingness to lead (or participate in) one or more PH66 special projects;
10. Willingness to achieve at least rudimentary financial literacy so that you understand and (*at a high level*) can speak to PH66 finances – as provided by the Treasurer (*training by Treasurer is available on request*);
11. Willingness to be an advocate for PH66 within the community at any chance and at every opportunity;
12. Willingness to sign and follow the **Annual BOD Consent to Serve Attestation**;
13. Willingness to sign and follow the **Annual Confidentiality & Conflict of Interest Attestation**;
14. Willingness to sign and follow the **Annual Respectful Environment Attestation**;
15. Willingness to participate in the **Bi-Annual PH66 BOD Self Evaluation Questionnaire** (*Jun-yy*);
16. It is desired that each Board member will do their best to attend several of the 11 productions;
17. It is desired that each Board member make a donation to PH66. Any amount is appreciated;

What's in it for you?

PH66 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 **registered charity** BOD professionals;
- The pleasure of working with a charity providing
 - a. 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 satisfaction of learning a new **charity** Board skill (or skills) in a collaborative environment from skilled Board partners;
- The satisfaction of contributing to the continuous improvement of both PH66 Operations and the operations of the PH66 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/STG/SP membership for the year in which you serve. There are MANY benefits to membership (*see membership benefits from each group*);