

Information for Prospective Board Members

Thank you for considering standing for election to The Terrace Little Theatre Society for the coming term. This document outlines the way our board works and what will be expected if you should decide to stand for election to the Board. Here are some resources that may help you get oriented:

- Our policy manual can be found on our website
- Our Constitution, Bylaws and Code of Conduct are available on our website
- Section 6. of our bylaw's details some of the expectations of Board members.

Our policy manual is a work in progress and we are trying to approve new and revised policies as quickly as we can. The Constitution and Bylaws refer to Board members as "Directors" of the society, but we usually call them "board members" to avoid confusion with the directors of plays. New and revised policies will be approved by a board motion, reported in the minutes of the board meetings and then posted on the website.

Our Board positions are for two-year terms. The Board will be composed of a minimum of three and a maximum of nine Members; Officer positions consisting of President, Vice-President, Secretary, Treasurer and Directors at large; each of whom will be elected or appointed at our AGM in accordance with our Bylaws. To the extent possible, approximately half of Director positions will become vacant for election or re-election each year.

All those standing for election must be members in good standing of the society. The board currently meets once a month though this can be changed by a decision of the board. Board members are expected to be at all meetings if reasonably possible. Frequent absences, even for good reasons, may be a sign that the individual does not have enough time to adequately fulfill the duties of a board member. There is a significant amount of information shared by email and we have found that it is not possible for a member to participate adequately if he or she does not have access to email or check it regularly. It is recommended that members have their own private email address (rather than sharing it with another family members) because confidential information is sent out from time to time. Reports and agenda are emailed to members in advance of each meeting and members are expected to review them before the meeting. Occasionally, to deal with urgent matters, we will make motions and vote by email. See our policy which governs how this works. When matters are more complicated or controversial, we are more likely to call an emergency meeting in person or via zoom or similar. Board members are expected to take on additional responsibilities beyond simply attendance at meetings. These could be committee positions or temporary task group duties or taking responsibility for an area of operations.

Purpose

The purpose of the board is to govern the society so that its mission and vision is fulfilled in the most effective, efficient and financially sustainable way. Over the past few Years, the board has been working diligently toward getting caught up on necessary building maintenance projects. We have also been developing policy that empowers and guides our board, theatre members, various groups and individuals to carry on the day-to-day business of running the theatre. We are looking for ways to spend our time more effectively and to be more forward thinking. While it is a requirement that at least one board member sit on a committee, other Terrace Little Theatre Society members are needed to sit on the committees and help with the workload.

We are also looking to recruit board members who can provide an advocacy link to other organizations in the community, such as funding organizations or special demographics (youth, seniors, aboriginals, etc.).