



Board of Directors Application Form

Date _____

Name _____

Email _____

Phone h) _____ w) _____ c) _____

Address _____

Resume Attached

Brief Statement of Interest Attached - please describe why you would like to join the Downstage Board and what skills you feel you can contribute.

Previous Experience on a Board: ___ yes ___ no

If yes, please specify: _____

Specific Areas of Relevant Expertise:

Please select all that apply.

- Accounting or Finance
- Community Relations
- Event or Project Management
- Fundraising
- Human Resources/Personnel Management
- Law
- Marketing
- Communications
- Artist
- Grant writing/assessment

- Not-for-profit experience
- Policy Development
- Strategic Planning
- Volunteer Coordination/Management
- Other: _____

Board Member Job Description

Orientation and training is provided to make sure directors are comfortable and knowledgeable in their role; previous board experience is an asset but not required.

Qualifications

A team player with an interest in Canadian theatre that creates conversations around social issues, with the willingness to:

- Commit time for regular Board meetings, committee meetings and planning sessions
- Attend performances
- Volunteer at special events, as required
- Engage in critical thought and be committed to a vibrant future for the organization
- Prepare well for meetings, reviewing and commenting on minutes and reports
- Listen well and be thoughtful in considering issues
- Get to know other directors and build a collegial working relationship that contributes to consensus
- Actively participate in the board's annual evaluation and planning efforts
- Understand the fiscal implications of decisions

Responsibilities

- Provide strategic leadership
- Be knowledgeable about the organization's values, mission, programs and performance
- Be an ambassador for the organization and promote its work in the community
- Ensure the organization's financial viability and sustainability
- Develop policy frameworks
- Employ and evaluate the performance of the Artistic Director
- Participate in fundraising efforts

To carry out these responsibilities, the Board meets every six weeks throughout the year with a brief break over the summer months. In addition to attendance at Board meetings, you may be required to participate on committees.

The Board is comprised of up to 12 members elected at the Downstage Annual General Meeting, typically held in late October to early November. Terms range from 1 to 3 years and are staggered so that no more than half of the Directors are being replaced or re-elected in any given year. Members may serve a maximum of two consecutive 3 year terms.

To explore the opportunity to join our passionate, knowledgeable and dedicated Board of Directors, please contact Artistic Director Ellen Close at ellen@downstage.ca or 403.294.7459.

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For Committee Use Only

How did we connect with this applicant:

- Recommendation by a current Board member
- Recommendation by Staff member
- Internal Society Volunteer Recruitment
- External / Public Advertisement
- Other _____

Application has been reviewed by the Committee Date: _____

Applicant has been interviewed the Committee Date: _____

Nominee has been interviewed by the Board Date: _____

Action Taken by the Board: _____

_____ Date: _____