

Friends of the Arden Theatre Society

Board Job Descriptions

General responsibilities of board directors and executive (officers) positions are outlined in the *Objects and Bylaws of the Friends of the Arden Theatre Society*. These are noted in italics. The job description in this document provides more details.

Note: each job description is provided in a separate document because they were approved on different dates.

DIRECTORS

The Board of Directors consists of a minimum of five (5) to a maximum of nine (9) members. The Directors are elected at the Annual General Meetings of the Society.

Individuals standing for election and those subsequently elected to the Board of Directors must reside in the Edmonton Capital Region.

All Directors will be members in good standing.

All terms are for a period of two (2) years and members may serve not more than three (3) consecutive terms.

The Board of Directors shall have the power to appoint members to fill vacancies on the Board of Directors. Directors so appointed shall hold office until the next election of Directors takes place.

(Objects and Bylaws – Sept. 3, 2014)

Position: Director

Authority

The Board of Directors is the legal authority for The Friends of the Arden Theatre Society. A director acts in a position of trust for the society and is responsible for the effective governance of the society.

Responsibilities: *The Board of Directors will ~~advise~~ support* the Arden Theatre on programming, planning, budgeting and fundraising. (Objects and Bylaws – Sept. 3, 2014)*

** The word “advise” will be changed to “support” in the Objects and Bylaws when they are next updated.*

Requirements

Requirements of board directors include:

1. commitment to the mandate of the Friends of the Arden Theatre Society.
2. attendance at board meetings.
3. willingness to serve on board committees.
4. attendance at meetings of committees for which one has volunteered or been assigned (e.g. the Executive Committee).

5. attendance at Annual General Meetings of the society.
6. support of and participation in fundraising events and other special events undertaken by the board and/or society.

Duties

A director is informed on organizational matters and participates in the board's deliberations and decisions in matters of policy, finance, planning and implementation.

The directors shall:

1. monitor board policies to ensure policies are appropriate and that the activities of the board and the society are in alignment with policy.
2. consider and, if appropriate, approve policy and other recommendations received from the Executive and board committees.
3. review the bylaws and policies and, where appropriate, recommend changes to the membership.
4. approve the Friends of the Arden Theatre Society discretionary budget.
5. avoid conflict of interest and maintain confidentiality of board business.
6. assist in developing and maintaining positive relations among the board, committees, Cultural Services (City of St. Albert) staff and general community to support and promote the mission of the Friends of the Arden Theatre Society.

Term

Directors are elected by the membership at the Annual General Meeting to serve for a two-year term. They may serve for up to three consecutive terms. Directors may resign at any time. The board may, in accordance with the society's Objects and Bylaws, expel a director for just cause.

Occasionally, when a director resigns mid-term, an individual may volunteer to assume that director's place on the board. The period of substitution is not considered part of the individual's regular term. Instead, the individual's regular term commences when the period of substitution is over.

Director job description approved by the Board: November 1, 2016.