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# Board of Directors Nomination Package

## Contact Information

<b>Candidate Name:</b>	<b>Organization (if applicable):</b>
<b>Mailing Address:</b>	
<b>Your Current Position\Title (if applicable):</b>	
<b>Phone – please provide home, work and/or cell numbers if possible:</b>	
<b>Email Address:</b>	
<b>Are you a current Globe Theatre Society member?</b>	

\*Applicants with diverse backgrounds are strongly encouraged to apply. Please check all that apply to you.

## Diversity Self Declaration Form

(Your participation is encouraged and appreciated but not mandatory)

<b>Pronouns-</b> <input type="checkbox"/> He/his <input type="checkbox"/> She/her <input type="checkbox"/> They/their <input type="checkbox"/> <input type="text"/>
<input type="checkbox"/> Do you self identify as an Indigenous Person?
<input type="checkbox"/> Does you self identify as a member of a visible minority group?
<input type="checkbox"/> Are you a person with a disability?

The Board of Directors is made up of volunteers from diverse professional backgrounds who are elected annually for a term of one or two years, up to a maximum of 8 years, to manage the affairs of the Board in accordance with the organization’s bylaws.

*In additional to attracting Board members with a range of skills and expertise, Globe Theatre is committed to taking action to improve diversity, inclusion, and equity in our Board and within the practices, policies, and services of the theatre.*

## Deadline for Applications:

Please submit the completed Board of Directors Nomination Package to the Globe Theatre Governance and Nominating Committee, c/o Arunpreet Kaur by email to [Arunpreetk@globetheatre.live.com](mailto:Arunpreetk@globetheatre.live.com) by **July 29, 2022**.

## Application Checklist:

Please carefully review the Board Information provided (roles and responsibilities, etc.)

Section A: Completion of Contact Information

Section B: Completion of Candidate Information – please also attach a resume.

Section C: Completion of Matrix detailing your skills and experience.

Section D: Completion of Business Sector Representation

# Globe Theatre Board of Directors Information for Candidates

## Introduction to the Board

Being a member of the Board of Directors of Globe Theatre is an opportunity for leaders from the non-profit, for-profit and community sector to contribute their knowledge, expertise, and commitment to the success of the Globe. Directors play a key role in enhancing the production of theatre-in-the-round, educating, engaging, and expanding our reach in the community, and strengthening leadership and governance in the not-for-profit sector. The selected candidate will benefit from skills, experience, and knowledge gained from sitting on the Board and engaging in the governance and strategic plan of the organization.

## Board Roles, Responsibilities and Expectations

Potential Board members must understand the expectations required for them to serve successfully in this role. Please review and consider the following list of roles, responsibilities, and expectations.

- Establishing and supporting the vision, mission, values, and objectives that are consistent with the strategic direction of the organization and establishing key expectations and directions.
- The role of the Board is to lead the organization toward desired standards of performance. The Board's specific contributions are unique to its stewardship role and necessary for proper governance and management.
- Board members are active advocates and ambassadors in the community for the organization and are engaged in identifying resources and partnerships necessary for the Globe to advance its mission. Members provide feedback to the Board and the Executive Director about community expectations, aspirations, and reactions.
- Overseeing the organization's Financial Management and Reporting.
- Risk and Quality Management (legal, financial, and reputational).

- Board members are required to regularly review the policies of the Board, monitor performance on an annual basis and support the theatre and its endeavours.
- Monitoring, Evaluation and Reporting - ensuring the organization's information systems and management pieces meet the Board's need for information.
- Management and Performance - monitoring and evaluating the performance of the Executive Director and Artistic Director's performance.
- Through their enthusiasm for and commitment to the Globe Theatre, Board members will look for opportunities to introduce new members to the Globe. Board members will provide support to the Executive Director through feedback, encouragement and participation in voluntary efforts that assist in reaching the outcomes (Ends) of the Globe Theatre.
- Board members are required to be members of the Globe Theatre Society, which requires a minimum donation of \$35.00. Additionally, the Board donates funds for opening night flowers for the performers for \$75.00 each. Board members are encouraged to support Globe Theatre by attending main stage productions and other events hosted by the theatre.
- Be at least 18 years of age.
- Serve on one or two Committees of the Board.

Meeting these roles, responsibilities, and expectations is key to the Globe Theatre Board of Directors in providing effective strategic oversight of the organization to achieve its goals and objectives.

## Conflict of Interest

Board members are required to declare any conflicts of interest at any meeting and recuse themselves from deliberations on any such discussions or decisions. Board members may not financially gain from their directorship position.

## Fiduciary Duty and Duty of Care

The Globe Theatre is guided by the principle that each Director will act honestly and in good faith with a view to the best interests of the organization. In exercising their powers and discharging their duties, every Director must exercise the care, diligence, and skills that a reasonably prudent person would exercise in comparable circumstances. This requires a director to put the organization's interests first, avoid conflicts of interest and avoid exploiting business opportunities for personal purposes.

## Desired Personal Qualities

1. Commitment to the Board
2. Honesty and integrity
3. Ability/willingness to challenge and probe
4. Collaboration skills
5. Ability to listen to/integrate differing viewpoints
6. Accountability
7. Ability to synthesize complex information
8. Innovate and creative thinker
9. Communication (able to make clear and concise points)
10. Understand issues at both detailed and big picture level

## Globe Theatre Board Meetings

Board members must be able to attend regular meetings of the Board. Within one year, these normally consist of:

- 10 meetings a year unless otherwise required (no meetings in July and January)
- Held the first Tuesday of every month from 4:30 to 6:00 p.m. at Globe Theatre Boardroom on the 4<sup>th</sup> floor.
- Board packages are sent out approximately 1 week in advance.
- Board members are asked to RSVP by email to ensure quorum is met.
- Directors can call in to meetings if they are unable to attend in person.
- If a director misses more than two consecutive meetings they are required to have a meeting with the Chair of the Board of Directors
- Participation in standing committees, most of which meet monthly.

## Completion of Nominee Information

Briefly describe yourself by responding to the following questions.

1. Why do you want to be a Board Member with Globe Theatre? (Please also attach your Resume)
2. Please describe how you feel you possess the necessary experience and qualifications to be an effective Director.

## Matrix

Please complete the following matrix detailing your skills and experience. Please provide a self-assessment score (checkmark) using the following scale for each category.

<b>Professional Skills/Experience</b>	<b>1 Little\No Experience</b>	<b>2 Some Experience</b>	<b>3 Average Experience</b>	<b>4 Significant Experience</b>	<b>5 Expert</b>
Accounting\Finance					
Risk Management					
Legal					
Marketing					
Government Relations					
Communications\Media					
Theatre & Entertainment Industry					
Fundraising\Development					
Human Resources					
Information Technology					
Project Management					
Corporate Strategy					
Customer Experience					
Architecture\Design					

<b>Professional Skills/Experience</b>	<b>1 Little\No Experience</b>	<b>2 Some Experience</b>	<b>3 Average Experience</b>	<b>4 Significant Experience</b>	<b>5 Expert</b>
Construction					
Data Analytics & Insights					
Business Operations					
Strategy Development & Implementation					
<b>Industry &amp; Community</b>					
Familiarity with Globe Theatre – Patron					
General Knowledge of Theatre Sector					
Broad Network					
Leader & Influencer in Community					
<b>Governance Competencies</b>					
Experience as a Director					
Exposure to Not-For-Profit Sector					
Financial Literacy					
Strategic Thinking					
Knowledge of Board Governance Practices					
Compliance and Risk Management Experience					

## Business Sector Representation

Please choose a business sector or industry that best reflects where you work. Select any of the following that applies.

Arts & Culture		Small & Medium Size Business		Media	
Tourism		Large Business		University or College	
Not-For-Profit		Agri-Business		Financial	
Marketing		Performing Arts			
Other (define)		Professional Business Service (define)			

The answers and information I have provided in this application are true. I have read the Nomination Package of the Globe Theatre Society and can commit to honour those expectations. I understand that my data will be held securely and will not be distributed to third parties.

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Signature

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Date