



# Creative Theatre Experience

Inspire & Empower

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## **New Board Member Appointment Policy**

1. The Prospective Board member fills out and submits an application to [Info@ctekids.org](mailto:Info@ctekids.org), as well as reviews Board Member Duties/Expectations Summary (both are available on the CTE website).
2. Within one calendar week, the Board President contacts the prospective Board member(s) to set up time for a phone conversation with the Board President and one other Board member (if possible a member of the Executive Committee).
3. During the conversation, the Board President expands on the Board Member Duties/Expectations Summary, and finds out more about the suitability of the candidate.
4. The President recommends to the Board as a whole, via email, if the candidate is suitable and interested. The email will include the prospective Board member's application. A unanimous Board vote is required if conducted via email. At an in-person meeting, a majority vote is needed. If desired, the candidate may attend a Board meeting before accepting the position.
5. If appointed, the new Board member immediately counts toward establishing a quorum and should attend the next scheduled Board meeting.
6. We expect to have the most prospective Board members during, or right after, the season (which ends early August). The President will process applications in the order received. New members would start by attending the October meeting (which is also our Annual Meeting when new executive Board positions are filled, committees are set up, etc.).
  - a. Applications will also be accepted throughout the year, as availability of Board positions allows.
7. Once appointment is accepted, the Board Secretary will provide the new Board member with a Board Charter Binder, which includes the Charter, Articles of Incorporation, Bylaws, latest financial statements, and minutes from previous year's meetings

## **Duties of the CTE Board**

1. Annually at the October meeting, elect Board Officers, review expectations of Board Members and Board Officers, and perform all corporate acts on behalf of CTE.
2. Review and approve the annual budget.
3. Review periodically the mission, values and policies of CTE, and review annually CTE's success in fulfilling its mission, living up to its values, and complying with its policies.
4. Select the Artistic Director and Managing Director, as needed, and annually review their performance, ensuring staff are implementing the mission appropriately.
5. Review financial management, strategic plans, major problems, and major facilities issues.
6. Support the fundraising and community outreach efforts of CTE.



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## Each CTE Board Member is expected to

1. Stay fully informed of the mission, goals, policies, programs, and current concerns of CTE.
2. Promote the good work of CTE in the community.
3. Attend Board meetings. A member should be punctual and plan to stay for the full meeting. If an absence is necessary, the Board President should be notified prior to the meeting. The Bylaws state that failure to attend 3 consecutive Board meetings may be grounds for removal from the Board. Virtual attendance is a possibility if the Board Member cannot attend in person (eg. via phone, zoom or similar).
4. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled Board and Committee meetings.
5. Review CTE's financial statements as provided by the Treasurer and help the Board fulfill its financial responsibility.
6. Elect the Executive Committee of Board Officers (President, Vice President, Treasurer, and Secretary).
7. Serve on a Committee. All board members are expected to serve on two or more committees. Committees include: Executive, Finance, Staffing, Governance, Fundraising, Social Media, and Performance Support.
8. Participate in fundraising support. Annually help find corporate or other sponsors, renew sponsors, contribute personally to a whole-Board sponsorship, if able, and reach out to the community for Patron of the Arts donations.
9. Perform all duties ethically, in good faith, and with reasonable care and hold confidences when appropriate.
10. Work with and respect the opinions of your peers, sponsors, CTE families and friends, and others who work together to make CTE possible..
11. Always act for the good of the organization and represent the interests of all people served by CTE.
12. Represent CTE in a positive and supportive manner at all times.
13. Support in a positive manner all actions taken by the Board of Directors even when you are in a minority position on such matters.
14. Use your role as a board member only when acting in a meeting with the full board or as delegated by the Board.
15. Refrain from activities that may constitute a conflict between one's personal interests and those of CTE (whether professional, financial, or personal).

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Adopted April 2021