



APPLICATION TO VOLUNTEER - DOWNSTAGE BOARD OF DIRECTORS

ABOUT DOWNSTAGE

THE DOWNSTAGE PERFORMANCE SOCIETY (Downstage) is a professional theatre company and registered charity located in the heart of downtown Calgary.

OUR MANDATE is to produce Canadian Theatre that creates meaningful conversation around current issues and encourages societal awareness and action.

OUR MISSION is to engage artists and the public in theatrical experiences that go beyond intellectual understanding and ignite a heartfelt need for change.

OUR VALUES

- We value the health and well-being of people first, including our employees, artists, board, directors, volunteers and community partners.
- We have a strong focus on creating safe, inclusive and accessible spaces, welcoming people who are new to our theatres and our artistic processes.
- We engage with the complexity of both the issues we tackle and the people impacted, and embolden the creative voices of all involved.

WE ARE COMMITTED to equity, diversity and accessibility, and encourage applications from all individuals.

ABOUT DIRECTOR THE ROLE

THE DOWNSTAGE BOARD OF DIRECTORS is in the process of transitioning from an Operating Board to a Governance & Policy Board. Directors are required to attend regular Board meetings each month as well as participate on at least 1 committee. As stewards for the organization, Directors provide strategic direction to staff; tackle the big questions that face our company; regularly review the organization's financial statements and approve the annual budget; attend Downstage's productions and events; and cultivate relationships to support the organization as advocates, donors & volunteers.

TO CARRY OUT THESE RESPONSIBILITIES, the Board meets every month throughout the year with a brief break over the summer months. In addition to attendance at Board meetings, you will be required to participate on at least one board committees. Orientation and training is provided to make sure directors are comfortable and knowledgeable in their role.

THE BOARD IS COMPRISED of up to 12 directors, each committed to a 3-year term. Member start dates 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 terms.

PRIMARY RESPONSIBILITIES

Active Participation in Downstage's Governance:

- Get to know other directors and build a collegial working relationship
- Commit to regularly attending and adequately preparing for board meetings, committee meetings and strategic planning sessions
- Listen and thoughtfully consider issues
- Contribute to the conversation and voice your perspectives
- Ensure the organization's financial viability and sustainability
- Understand the fiscal implications of decisions
- Participate in the Board's annual evaluation and planning efforts
- Attend annual Board retreat and strategic planning sessions
- Undertake human resources activities for the Artistic and Managing Directors, including hiring and performance reviews

Uphold and Advance Downstage Mandate, Mission and Values:

- Commit to Downstage's anti-oppression policy (available for review online at downstage.ca)
- Engage in critical thought and be committed to a vibrant future for the organization
- Provide strategic leadership and contribute to the development of policy frameworks

Be a Downstage Ambassador:

- Be an ambassador for the organization and promote its work in the community
- Be knowledgeable about the organization's values, mission, programs and productions
- Attend performances
- Volunteer at special events
- Participate in fundraising efforts
- Commit to making an annual donation to Downstage in an amount that's meaningful to you

APPLICATION PROCESS

1. Submit application, resume and statement of interest to Downstage's Artistic Director, Clare Preuss – clare@downstage.ca
2. Application is reviewed by Downstage Board's Recruitment Committee
3. Selected applicants invited to interview with Recruitment Committee and staff
4. Selected applicants invited to attend Downstage Board Meeting
5. Selected applicants invited to join Downstage's Board of Directors

APPLICATION FORM

YOUR CONTACT INFORMATION:

Name: _____

Pronouns: _____

Email: _____

Phone: _____

Address: _____

EXPERIENCE AND KNOWLEDGE:

Do you have previous experience on a Board?

Yes (Please specify): _____

No

Which of these areas of knowledge do you possess?

<input type="checkbox"/> Accounting or Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Arts Administration	<input type="checkbox"/> Marketing
<input type="checkbox"/> Communications	<input type="checkbox"/> Not-for-Profit Operations/Administration
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Policy Development
<input type="checkbox"/> Equity, Diversity and Inclusion	<input type="checkbox"/> Professional Arts Practice
<input type="checkbox"/> Event or Project Management	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Volunteer Coordination/Management
<input type="checkbox"/> Grant Writing/Assessment	<input type="checkbox"/> Other:
<input type="checkbox"/> Human Resources/Personnel Management	<input type="checkbox"/> Other:

APPLICATION CHECKLIST:

Completed Application Form Resume Attached

Statement of Interest Attached Date of Application: _____

FOR RECRUITMENT COMMITTEE USE ONLY

How did we connect with the applicant?

Recommendation by a current board member

Recommendation by a staff member

Volunteer recruitment

External/public advertisement

Other: _____

Recruitment steps taken:

Application has been reviewed by the Committee. Date: _____

Applicant has been interviewed by the Committee. Date: _____

Nominee has been interviewed by the Board. Date: _____

Action taken by the Board:

Nominee has been invited to join the board

Nominee has not been invited to join the board