

## **ROLE**

Board Member Description: The Board Members of Grindstone are an advisory board and do not take on the day to day management of the organization, but they are responsible for governing the society, guiding and overseeing upper management, and setting the policies and procedures of Grindstone Theatre Society. As this is an Artistic-led organization the board is encouraged to follow the general recommendations of the Artistic Director and management who handle the day-to-day operations and to do what they can to support management to achieve the mission/mandates of the organization.

## **MISSION STATEMENT**

Grindstone Theatre Society is committed to creating professional opportunities for local emerging performing artists. We believe that Edmonton has an overflow of talent that deserves to be nurtured and showcased. We serve to advance a diverse community of arts and culture through theatre, comedy, music and art.

## **BOARD PRIORITIES**

- Ensure Grindstone Theatre Society upholds its legal requirements to remain a non-profit society.
- Listening and responding to the goals of the company management and providing sound advice and consulting that ensures the company upholds its mandate and charitable objectives while maintaining sustainability.
- Ensuring long-term financial sustainability through fundraising initiatives in conjunction with Management.

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## **ROLES, RESPONSIBILITIES and EXPECTATIONS**

### **Responsibilities:**

- Attend monthly board meetings, vote on items and engage in active listening and productive feedback.
- Review meeting materials including monthly management reports and financial reports prior to each monthly Board Meeting. Assist the President to plan the AGM, ensuring the meeting is set and the event is organized.
- Keep and manage a current list of society members.
- Approve the annual budget and project budgets.
- Provide professional expertise and advice to Management as applicable.

### **Expectations:**

- Attend board meetings each month and ensure that the Board meets quorum.
- Understand the basics of board governance and upholding proper procedures.
- Attend Grindstone Theatre productions and major projects and bring your business and/or social network to the productions and events (comp tickets may be requested for potential sponsors).
- Provide financial support through donations or sponsorship to the Society.
- Head or attend committee meetings.
- Engage with Strategic Planning and Fundraising efforts.
- Be an ambassador for Grindstone Theatre Society.
- Maintain a general understanding of Grindstone's programming, company structure, history, goals and charitable objectives:  
<https://www.grindstonetheatre.ca/aboutus>
- Uphold Grindstone's Community Standards:  
<https://www.grindstonetheatre.ca/community-standards>

## **POSITION DETAILS**

### **Schedule/Wage:**

This is a volunteer position. Benefits such as complimentary tickets and invitations to exclusive mainstage opening-night events may be provided.

### **Term Length:**

Board Members and the specific positions of President, Treasurer, and Secretary are confirmed for 1-year terms through a vote of the Society membership once per year at the Annual General Meeting. There is no term limit.

### **Board Meetings**

Board meetings are held once per month for up to a two hour period. Meetings are hosted online; depending on availability we sometimes host members and staff in-person at the Theatre with an online option.

In recent years the meetings are scheduled for the third Tuesday of each month from 7-9pm MST; this may change if necessary to accommodate Board and Staff schedules. Individual meetings may also be rescheduled to accommodate Staff and Management demands in active mainstage productions or other major events. Additional hours may be required depending on the current needs of the organization. The AGM must be held within three months of the year end, usually in mid-March.

### **Interested in Join Us?**

Please email Byron Martin, Artistic Director: [bmartin@grindstonetheatre.ca](mailto:bmartin@grindstonetheatre.ca) or reach out to a current Board Member!

- Applications accepted until March 16, 2025.
- Board membership will be confirmed at the AGM: In-person Sunday, March 23, 3-6pm at Grindstone Theatre, 10019-81 Avenue, Edmonton.