

OSHAWA LITTLE THEATRE BOARD OF DIRECTORS NOMINATION FORM

Becoming part of Oshawa Little Theatre Board of Directors is an excellent opportunity to make a positive contribution to the arts and culture community.

Nominations are now invited for the following positions on the board.

Position	Term
Vice President	2 Years
Secretary	2 Years
Treasurer	2 Years
Director of Education	2 Years
Director of Members, Patrons, and Volunteers	2 Years

Terms will commence following the AGM to be convened on October 29, 2024, at 7:00 p.m. All nominations must be received ***no later than October 27, 2024, at 8:00 p.m.***

Membership Requirements for Nominators and Nominees

Nominators, Seconders and Nominees must be paid 2024-2025 Voting Members of OLT (\$30 membership and above) ***as of October 27th, 2024, at 8:00 p.m.*** 2024-2025 Voting Memberships can be purchased through the OLT website.

Additional requirements for Nominees running for a Board Position

Nominees running for the Board must also have been an active member for at least one of the following years: 2020, 2021, 2022 or 2023. Nominees must provide a resume and a letter of intent with this completed application form.

TO BE COMPLETED BY THE NOMINATOR:

I hereby nominate _____ for the role of _____

I certify that I am at least 18 years old and am a 2024-2025 voting member in good standing

Nominator Name: _____ Nominator Email: _____

TO BE COMPLETE BY THE SECONDER:

I certify that I am at least 18 years old and have and am a 2024-2025 voting member in good standing:

Secunder Name: _____ Secunder Email: _____

TO BE COMPLETED BY THE NOMINEE:

I hereby agree to stand for Election and to serve if elected. I certify that I am at least 18 years old, I currently am a 2024-2025 voting member in good standing (\$30 membership and above) and was also an OLT member in good standing during at least one of the following years: 2020, 2021, 2022 or 2023.

Nominee Name: _____ Nominee Email: _____

Please forward your completed nomination forms to the Elections Chair, Michael Schneider, at president@oshawalittletheatre.com

ROLES & RESPONSIBILITIES

Vice President (2-year term)

- During the absence or inability of the President, their duties shall be performed by the Vice President.
- Oversee the Equity, Diversity and Inclusion (EDI) Committee
- Acts as elections chair at the AGM on alternating years when the role is not up for election

Secretary (2-year term)

- The Secretary shall give or cause to be given, all notices required to be given to members and directors
- The Secretary shall attend all meetings of the Board and of the members and shall enter or caused to be entered in books which they shall keep for that purpose, minutes of all proceedings at such meetings
- They shall be the custodian of the seal of OLT and of all books, records, and documents of OLT and shall, upon the termination of their office, deliver or cause the same to be delivered to their successor in office forthwith
- They shall attend to all correspondence on behalf of the Board
- If the Secretary shall be absent from any meeting of the Board or members of OLT, the directors or members present at such meeting may appoint one from among their number to be Secretary at such meeting

Treasurer (2-year term)

- The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of OLT
- Under the direction of the Board, shall control the receipt and deposit of moneys, the safekeeping of securities and other valuable records, documents and instruments of OLT, and the disbursement of funds of OLT
- Render to the Board at the meetings thereof or whenever required of them, an account of all their transactions as Treasurer and of the financial position of OLT
- Serve as the liaison between the theatre and the banks and auditors.

Director of Education (2-year term)

- Oversee the youth group education committee and liaise with the board on any issues that may arise including show selection, rehearsal space issues, hiring production teams etc.
- Sit on the audition and hiring panels for youth group activities
- Orchestrate summer program through hiring staff, contracts, communicating with payroll to ensure staff are paid
- Work with the Summer program coordinator to ensure that the summer program meets the vision of Oshawa Little Theatre
- Brainstorm and create new adult and youth education programming for our theatre
- Develop outreach strategies for education for diverse groups not currently represented at our theater

Director of Members, Patrons and Volunteers (2-year term)

- Responsible for recruiting and communication for our Members, Patrons and Volunteers
- Assists in finding new volunteers for productions, education programming and front of house
- Summarize box office ticket sales leading up to and during performances
- Chair the Members, Patrons and Volunteers Committee
- Recruit volunteers to assist with all areas of the theatre (front of house, backstage, technical, set decoration, set building, props, costumes, etc.)
- Manage membership lists for the past 4 fiscal years
- Assist in membership management leading up to the AGM
- Work with Executive Producer to manage FOH volunteers and Theatre Representative on Duty