



ELECTION TO THE BOARD OF DIRECTORS

APPLICATION INFORMATION AND FORMS PACKAGE

For all candidates to the KWMP Board of Directors except those seeking re-election.

Updated May 9, 2017

INTRODUCTION

Being a member of the Board of Directors of Kitchener Waterloo Musical Productions (KWMP) is an opportunity for individuals who are passionate about KWMP, community theatre and the community at large to contribute their knowledge, energy, expertise and good judgement to shaping the future of KWMP. Your involvement will give you skills and experience and an appreciation of the unique benefits of a community-focussed volunteer organization. KWMP will benefit from your expertise, skills and knowledge, while you will benefit from the skills, experience and knowledge you will gain as a result of serving on the board and immersing yourself in the strategic direction and leadership of the organization. Oh, and we usually splash a little fun in there too!

ABOUT THE KWMP BOARD OF DIRECTORS

The board of directors consists of volunteer directors who are elected by the members of KWMP. The board is entrusted to manage the affairs of the organization. It meets roughly once per month, typically on a weekday evening. Directors are elected to serve for a two-year term, and may ordinarily serve for up to 8 consecutive years.

Directors must be eighteen years of age or over. They are expected to act honestly and in good faith with a view to the best interests of KWMP, and not to use their position on the board for personal gain.

DIRECTOR RESPONSIBILITIES AND REQUIREMENTS

Directors **must** be able to attend regular meetings of KWMP. Within a one-year period, these normally consist one board meeting every month, plus the annual general meeting (AGM). Directors are also encouraged to attend as many member events as possible during the year, including show kick-off meetings, performances of KWMP productions, the annual gala and other social events.

SPECIFIC SKILLS AND ABILITIES BEING SOUGHT

In considering the skill sets and abilities that would best complement or augment the current board and serve the organization well as we go forward, the following would be considered helpful:

- Marketing (including graphic design, web design, social media and IT)
- Good organization skills, geared toward development of policies and procedures and other documentation
- Attention to detail, quality, thoroughness and diligence in your work
- Experience and comfort in using computers (word processing, spreadsheets, file sharing, etc.)

For additional information about being a KWMP director, please call the office at 519-893-5690 or email info@kwmp.ca. A copy of KWMP's by-laws is available upon request.



Section B: Personal Attributes

In the following section, please describe what personal attributes you have to be an effective director. Examples may include:

- Energy and enthusiasm
- A desire to help KWMP achieve its goals
- Ability to think strategically and to constructively assess strategies and ideas
- A co-operative and collaborative spirit of teamwork and camaraderie
- Ability to ask questions and challenge other directors with respect and care
- Ability and willingness to commit the time to the affairs of KWMP, its board and its membership

Please describe:

Please print your name and sign and date below to confirm that you would like to be considered for a position on the KWMP board of directors.

YOUR NAME: _____ Date: _____

Signature: _____

Please submit the completed application to KWMP, Attention Secretary, by email (info@kwmp.ca) or by



mail or in person at 14 Shaftsbury Drive, Kitchener, ON N2A 1N5.