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www.childrenstheatreofannapolis.org

## **Children's Theatre of Annapolis Board of Directors Application**

### **Mission Statement**

Children's Theatre of Annapolis is a community based, "501(C)3 non-profit organization", dedicated to nurturing the growth and development of children ages 5 – 18, through participation in all aspects of the theatrical experience, including performance, workshops, technical elements, community involvement, and apprenticeships.

CTA provides a positive circle of influence through friendships that foster self-esteem, creativity, commitment, teamwork, appreciation, and dedication. CTA serves the child and the community.

### **History**

Children's Theatre of Annapolis was established in 1959 by a small group of volunteers who wanted to provide professional level theatrical opportunities for children ages 8 to 18. In 2008, through a generous donation, an extensive capital campaign, and the support of State of Maryland and Anne Arundel government, we opened our theatre on Bay Head Road.

Today CTA stages two or more full productions annually with casts of 30 to 40 children on the Main Stage of the theater complex. Workshops, technical stage training, internships, and apprenticeships in the theatrical arts are just some of the continuing arts education held throughout the year.

### **Job Summary and Board Composition**

The Board of Directors shall set policy, oversee the recruiting and supervising of the CTA Executive Director and Theater Operations Manager, approve the annual budget and budget revisions, and participate in the operations, programs, and fundraising activities of CTA. All Board of Directors, CTA personnel, Contractors, and Volunteers are required to successfully complete a background review by the State of Maryland. This is a Volunteer Position and there is no compensation. Reimbursement of expenses incurred in the performance of Board duties is allowed in accordance with CTA Bylaws.

### **Knowledge & Experience**

Individuals seeking Board membership must demonstrate an interest in and knowledge of issues that pertain to persons with theatre education and performance for children. They shall have a clear understanding of CTA's vision and mission. Experience and/or knowledge in at least one of the following elements are desirable, but not required: administration, management, finance, personnel, program development, legal skills, public relations, communications, fundraising, theatrical production, direction, performance, design, or facility management.

### **Board Responsibilities**

Relatives of the Board are encouraged to audition for CTA productions, however being a member of the Board has no impact on whether or not a relative will be cast. Everyone is required to go through the same audition, selection and casting process as any other auditioner, and the casting decisions are made by the artistic staff. Board members are expected to be involved in each production, regardless of whether or not they have a child in the show.

- Be a positive example to CTA members and an active representative of CTA in the community.
- Be supportive and work cooperatively with fellow Board members, other volunteers, and paid staff.
- Attend monthly Board meetings, generally held the third Wednesday of each month. The meetings last from 7:00 pm to approximately 9:00 pm. There are occasional committee meetings at other times. Excessive absences (three or more meetings per season) may be cause for dismissal from the Board. Extenuating circumstances may be considered, with approval by the President. (There are many important volunteer roles that are filled by community members who are not Board members.)
- Board members are required to have a current Family level membership in CTA. (\$20 per year.)

- Board members must support, attend, and participate in all fundraising initiatives.
- General support of CTA. Examples of this include:
  - Attending CTA programs, shows and events
  - Opening and closing the building for events
  - Representing CTA at outreach events
  - Answering alarm calls; troubleshooting building issues
  - Providing support, promotion, and advocacy for CTA projects and programs.
- All Board members are required to have an active role in each production. This includes: producing, costumes, set crew (design, building, painting, moving, etc.), props, box office, tech crew (stage lights, sound, and crew), stage management, house, program, concessions, makeup, school shows, and special events.)

\*Detailed descriptions for each position related to committees and specific production jobs are available in the CTA Production Manual.

- All Board members must be on or chair at least one committee. The committees include: Finance, Education, Building/Facilities, PR/publicity, Alarm, Inventory (Tech/Sets/Costumes), volunteers, outreach/TAG, \*Scholarship, \*Play Reading/Selection.

\*Due to the relatively lesser time required for Scholarship and Play Reading, Board member on this committee is expected to also sign up for another committee.

### **Estimated Time Commitment**

Members of the Board serve two year terms. Membership on the Board is a 12 month commitment, July 1 – June 30 each year, even though the auditions and shows run from August –April. Active Board Participation during that time can range between 2 to 20 hours monthly. This includes attending board meetings, committee meetings and assignments, fund raising, reviewing agenda prior to meetings, reading and responding to emails, and fulfilling production responsibilities.

### **To Apply:**

- Submit the one page Board Application (page 3 of this document) and your resume by May 1, 2017 to: ctainformation@gmail.com. Please write CTA BOARD APPLICATION in the subject line.
- Copies of the one page application & your resume will be distributed to those selecting members and will aid in understanding how you would like to contribute to the CTA's work.

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## Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Relevant experience (work, theatre, and/or volunteer). Please include a resume if relevant.**


**Why are you interested in serving on the CTA Board of Directors?**


**What area(s) of expertise / contribution do you bring to make CTA a success?**


### ***For Board Use Only***

_____ Candidate has interviewed with President and/or Executive Board.	Date: _____
_____ Candidate reviewed by the committee.	Date: _____
_____ Candidate proposed to the Board.	Date: _____
_____ Board action.                      Elected              Rejected	Date: _____