



Secretary

Volunteer on the Board of Directors

Suzart Productions is seeking a volunteer Secretary for our Board of Directors and Executive Committee to carry our organization forward. We are a company that is founded by family for family and we're looking for passion, experience, and most of all leadership.

A little about the future you.

The Secretary is a member of the Board of Directors and Executive Committee on a three-year renewable term with the following responsibilities:

- Support the President in conducting Board of Directors' meetings, Executive Committee meetings, annual general meetings, and special meetings of the Company.
- Ensure that all material and reports are available for Annual and Special Meetings.
- Keep minutes of Board Meetings and of Annual and Special Meetings, as well as records of attendance.
- Record all motions, decisions, and action items of meetings.
- Meet with the Executive as required to manage issues that arise relating to Suzart where the whole Board is not available or there is not clear direction in the Policies Manual.
- Acting as signing officers for cheques and other documents (e.g., contracts, grant applications).
- Also, as a member of the board, you:
 - Meet about six times a year.
 - Are jointly responsible for the finances of the organization.
 - Contribute to annual planning exercises (e.g., budget, strategic, operational) in order to set priorities for the work of the Company.
 - Approve the Artistic Director's plan for productions, including execution.

A little about us.

Suzart is a non-profit, charitable musical theatre company specializing in affordable entertainment for the whole family. This means that we strive for affordability for our audience by providing high value for the price of admission, but also high value for our members.

We produce three to seven shows each year, focusing on engaging the whole family. We provide opportunities for both youth and adults to shine on and off-stage. This upcoming season includes Mary Poppin's Jr., Elf the Musical, Cabaret, and Seussical.

Our organization is transforming and looking for leadership that will carry us into the future!

Interested? Let us know.

Please send us letter of intent that highlights your experience to president@suzart.ca. Please be sure to address your demonstrated experience and how it relates to the tasks of the position.

Getting you in place.

June 28 th	You indicate to us by June 28 th your interest in the position by sending letter (described above) to president@suzart.ca .
Early July	Selected short list of candidates will be invited to a discussion with the Selection Committee.
Late July	We hope to notify all candidates of our decision.