

Ottawa School of Theatre

BOARD OF DIRECTORS

RECRUITMENT INFORMATION PACKAGE



Anne of Green Gables, All Ages Play, May 2025

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Ottawa School of Theatre (OST-ETO) is looking for enthusiastic and committed individuals who want to serve on the OST-ETO Board of Directors.

What's in it for you?

- A chance to share your expertise, while developing new skills at the same time.
- An experience with an active Board of Directors.
- The ability to contribute to the development of a registered charitable organization, and the arts, in your community in a meaningful way, while carrying out your Board duties.
- Involvement in the work of the Shenkman Arts Centre, where OST is a Resident Arts Partner.
- The ability to contribute to young people's education, and artistic and community experience.
- An opportunity to meet and work with other people in the arts community.

Who are we looking for?

The OST-ETO Board is looking for individuals who are:

- Committed to the growth and promotion of Ottawa School of Theatre.
- Committed to the mission and vision of Ottawa School of Theatre.
- Interested in developing the arts in Ottawa.
- Team oriented and interested in meeting new people.
- Willing to share their knowledge and expertise, and develop new skills.

Who is eligible?

All members of the local Ottawa community are eligible. If you are a current or former OST-ETO member, or have children or grandchildren in OST-ETO, you are also eligible.

Are there costs/remuneration involved?

This is a volunteer position. There are no costs associated with joining the OST-ETO Board, nor is there any remuneration. All reasonable expenses incurred in Board business will be reimbursed as per Board policy.

What are the commitments?

- All terms are 1 year in length, although it is expected that you would commit to at least 2 consecutive terms.
- There are approximately 6 scheduled meetings per year:
 - Approximately 6 monthly Board meetings (60 minutes each).
 - Our Annual General Meeting (usually held in December).
 - Preparation for monthly Board meetings normally includes pre-reading documents (Consent Agenda) that may be discussed at the meeting.
- There are approximately 3 unscheduled meetings per year:
 - OST-ETO Strategic Planning meetings as and when required.
 - Additional ad-hoc or Board sub-committee meetings may be scheduled to address specific tasks, i.e. HR, Fundraising, etc.

- Board members are expected to serve on at least 1 committee (Executive, HR, Scholarships and Awards, or Fundraising) and attend those meetings as needed (approximately 2-4 times per year, virtually).
- Board members are asked to represent OST-ETO at community events, i.e. the OST May Showcase, fundraisers, Shenkman Arts Centre special events, etc.

Our Board of Directors is made up of:

- A President.
- A Vice-President.
- A Treasurer.
- A Secretary.
- A Past-President.
- Up to six (6) Directors at large.
- Up to two (2) Student Reps.
- Artistic Director (non-voting).
- Managing Director (non-voting).

The election process:

- Elections will take place for all vacant Board positions at the Annual General Meeting that will take place in December.
- All nominations must be received prior to the AGM.
- Nominations from the floor at the AGM will not be accepted.

For more information about Ottawa School of Theatre and this exciting opportunity, please see the attached documents:

- OST-ETO Mission and Vision statements
- OST-ETO Board Description
- Nomination Application Form

If you are interested in a position on the Board, please do the following:

1. Complete the attached nomination form.
2. Send the form to the OST-ETO Nominating Committee via:
 - **Email:** jennifer@ost-eto.ca and megan@ost-eto.ca.
 - **Mail:** Ottawa School of Theatre, Shenkman Arts Centre, Suite 280, 245 Centrum Boulevard, Ottawa, ON K1E 0A1.
 - **In person:** drop off at the OST-ETO office, Suite 280, 245 Centrum Boulevard, Ottawa, ON K1E 0A1.

OST-ETO Mission Statement:

Ottawa School of Theatre's mission is to offer excellence in theatre education and an experience that is accessible to students of all ages.

OST-ETO Vision:

Our vision is to be a creative catalyst for self-confident performers and discerning and appreciative patrons of theatre arts in our school and the greater community.

Educational Philosophy:

Our goal is to have students attain and exceed their highest personal standard of excellence. OST-ETO's program provides direct drama education, giving each student the opportunity to perform on stage; some hands-on experience in behind-the-scenes aspects of theatre; and strives to instill in our students an appreciation for, and love of, theatre.

Program Overview:

Ottawa School of Theatre's education program is divided into four categories, each with a progressive level of standards.

1. The first category, Preschool Drama, Creative Drama, and Primary Drama, is the group of creative drama classes that introduce our youngest participants to theatre on a basic level. These classes are based on imaginative play, simple characterization, mime, story-telling and adventure drama.
2. Next is the progressive Intermediate cycle. In this part of the program classes focus on a wide range of disciplines including movement, vocal/speech skills, mask work, characterization, improvisation, monologues and script work. Each class concludes with a stage production.
3. The third category, the Teen level, is for more experienced students who want to:
 - Investigate and explore: soundscapes, including music; visual art including set, costume, prop design, lighting and special effects.
 - Interpret and communicate ideas and feelings inspired by fictional stories, documentaries, visual art, photography, music and poetry.
 - Study and develop character, memorize and personalize text, scene study.
 - Create performance pieces using a variety of techniques.
 - Attend theatre performances, critique and share with each other in class.
4. Finally, we have Adult classes and our All Ages Plays:
 - Adult classes range in skill level from those trying acting for the very first time, to those looking to up their stage performance skills, to those ready to write and perform their own material.
 - All Ages Plays in the fall and spring are for anyone looking for the full stage experience! A pre-professional experience culminating in a full stage production.

Ottawa School of Theatre Board Job Description

The Board of Ottawa School of Theatre has defined itself as a Working & Administrative Board, with some responsibilities for the operations of the organization.

The purpose of the Board of Directors is to provide policy and general direction for OST-ETO, as well as help in practical ways such as organizing events and drafting documents. The OST-ETO Board is not responsible for artistic decision making.

Key Board responsibilities have been defined as: Finance, Fundraising, Planning, Human Resources, Organization, and Community Relations.

The Board of Directors is the legal authority for Ottawa School of Theatre. Each and every Director acts in a position of trust for the community and is responsible for the effective governance of the school.

The Board's job is to govern the affairs of Ottawa School of Theatre within the framework of relevant legislation and standards. The Board of Directors, representative of Ottawa School of Theatre membership and the community, is given the legal corporate authority and responsibility for the achievement of the mission, and its relationship with the community at large. It is responsible for ensuring that it has adequate information to monitor the school's performance.



Ava Nixon as Young Anne in *Anne of Green Gables*, All Ages Play, May 2025

Nomination Application Form Ottawa School of Theatre Board of Directors

Instructions: Please complete all parts of this form below or at this link:
<https://forms.gle/qSuoEhp4DpYitHdM6>

If you are nominating someone else, please give the person this form to complete. If you are the nominee, please complete the form.

The information given in this form will be screened by the OST-ETO Nomination Committee and arranged into Candidate Profiles. The profiles will be sent to all current Board members before the Annual General Meeting. This application and all information within it will be kept confidential.

Please keep your information clear and brief. If you need more space, please attach any additional information.

To aid our process, please submit your application by November 28, 2025.

***All submissions MUST be reviewed before
the Annual General Meeting, which is December 9, 2025 .***

**Ottawa School of Theatre Board of Directors
Nomination Application Form**

Name of Candidate:	Date Sent:
Home Address:	Phone:
Occupation:	Email:
How did you hear about this position, and what interested you in it?	
List the top three reasons why you want to join the OST-ETO Board of Directors.	
1. 2. 3.	

Tell us about your commitment to OST-ETO's mission and vision.

Tell us briefly about your past involvement with other Boards, councils, committees and other related activities.

What personal strengths would you bring to the OST-ETO Board of Directors?

Tell us about your experience and interest in promoting the arts.

Other information you would like to tell us:

Are you currently, or have you been in the past, involved with OST-ETO?

Please provide 2 references we may contact:

1. Name:

Contact Number:

2. Name:

Contact Number:

Please print name here:

Please sign name here: