



**Policy Type:** Operational

**Created:** 04/20/2021

**Policy Title:** Job Description Addendum

**Revised:** n/a

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## Scope

This policy serves as an addendum to all job descriptions.

## Expectations

All Board Members and Coordinators are expected to:

- Access the Online Portal on a regular basis to review minutes, policies and reports.
- Prepare a final report for the Annual General Meeting.
- Attend all productions.
- Submit electronic monthly reports.
- Work within the approved operating budget.
- Perform other duties as requested.

## Orientation

Following the Annual General Meeting, an orientation process is recommended for new Board Members and Coordinators to:

- Meet with the President, or direct Board report to discuss their portfolio.
- Become acquainted with Whitby Courthouse Theatre's operational process and organizational structure.
- Review the By-Laws, Policies, Job Descriptions, Production Handbook, Accessibility Standards for Customer Service – Ontario Regulation 429/07.

These orientation sessions may be conducted by any experienced Board Member or the Past President.