

POLICY NUMBER: 4.11	DATE ADOPTED: Draft
POLICY TYPE: General Administration	DATE AMENDED:
POLICY TITLE: Incorporation of New Members	

Incorporation of New Members

Rationale

In order for any community theatre group to remain healthy, it must find ways of attracting and involving new members. It is very tempting, when seeking people to fill various jobs, to ask those who have done it before, who have the experience and expertise to do it with minimal direction. It feels risky to ask someone new when you don't know how much support and direction that person will need. However, it is imperative that we continually push our boundaries to welcome, support and train new people.

The Areas of Interest Database

Shuswap Theatre will maintain a web based questionnaire and database in which those interested in being involved can indicate the areas that interest them and whether they will require mentoring.

1. The Volunteer Coordinator will send an email or otherwise communicate with each person who completes the questionnaire to welcome and thank them and to provide some ideas about how to get involved.
2. Anyone who completes the questionnaire and includes an email address will be added to the email list for *The Prompter* and will be sent a notice when the latest issue is posted on line.
3. The Volunteer Coordinator will maintain the database and on request will provide to anyone organizing a theatre event, production or department a list of all those who have indicated an interest in that area.
4. Attempts will be made periodically to bring together new people who have completed the questionnaire in order to welcome them, to learn more about their experience, talents and expertise and to encourage their appropriate participation.
5. Producers and Directors will be encouraged to involve at least a few new people in each production, and will encourage experienced people to mentor new people in their area of interest.