

MATA Regal Theatre Board – FAQs for New Trustees

Question	Answer
How do I ask for an item to be added to an agenda?	Email Co Sec
How do I send apologies for a meeting?	Email Co Sec
Can I vote on a proposal if I am not present at the meeting i.e. Can I record my vote in advance?	No, a director has a duty to attend meetings of the board and a duty to vote on matters before the board, and neither of these duties can be delegated or assigned to a third party
What should I do if I spot an error or omission in draft minutes when they are circulated?	Email Co Sec
How many meetings do I need to make each year to be compliant?	Any director who is absent without permission from all meetings held within a period of six months would be assumed to no longer wish to hold the position
How do I raise an issue or question between meetings? E.g. Do I email the Chair, just the head of the relevant department, both?	Email the head of the department and copy Chair & Vice chair
How do I gain access to the theatre if/when I need to get in?	A key fob to gain access will be provided
How do I find out about the alarms in the building so I know how to avoid setting them off if I am first to arrive at the theatre?	If a director is first to arrive in the theatre they need to deactivate the alarm on the panel behind the booking desk (if the light on the stairs is on, the alarm is already deactivated)
Am I permitted to access the theatre whenever I want to?	Directors are only expected to access the theatre outside of normal opening hours if/when they have purpose to be there e.g. formal or informal meetings with other directors or volunteers. It is important to sign in at the box office on arrival for any purpose, and to sign out on exit. This policy is for all directors and volunteers.

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Where can I find the theatre's current policies?	https://www.regalupdate.co.uk/index.php - under Policy Documents in the left hand menu Request login access from the welcome page
Where can I find the theatre calendar?	https://www.regalupdate.co.uk/index.php under Calendar in the left hand menu Request login access from the welcome page
Am I expected to be involved in sub-groups?	There is an expectation – although not a requirement – that trustees will take an active interest in at least one of the operational aspects of the theatre's activity, and this would include being a member of at least one sub-group and working to support the chair of that sub-group/Head of Department (whichever is appropriate) who will be a fellow trustee
Am I required to attend the Operational Committee?	Trustees are not required to attend the Operational Committee unless they chair a sub-group or are a Head of Department. However they are welcome to attend if they wish to. Details of meeting dates and minutes from meetings are available at https://www.regalupdate.co.uk/index.php - under Operations in the left hand menu
Is there a code of conduct I need to adhere to?	Yes, it's available here: www.regalupdate.co.uk/docs/policy/code_of_conduct_policy.pdf