



266 Sunset Park Drive, Herndon, Va 20170
Noble@NobleBlades.org
www.NobleBlades.org

Founded in 1993, the Noble Blades are dedicated to serving as the greater Washington, D.C. area's premier professionally trained and community-based stage combat troupe. We promote the education and production of safe, historically accurate and compelling storytelling through dramatic conflict, consent and stage combat throughout the community and the arts.

Secretary, Board of Directors

The Secretary on our board of directors is a voting officer. They, like the other officers, will serve a two year term. This position on the Board of our 501(c)(3) organization is not paid. In an effort of inclusion, the Noble Blades do not have any official 'give or get' requirements, but hope that each Board Member brings passion and dedication to the organization in some way, and helps to grow and better the troupe .

Job Description:

- Attend Monthly Board meetings, and emergency meetings as necessary.
- Keep notes and minutes of all meetings and votes.
- Maintain the Book of Record, including Articles of Incorporation, Bylaws, and Minutes.
- Send calls and reminders for meetings, and distribute minutes promptly after.
- Record history of the organisation and any notable actions or events involving the troupe or its members.

Each new board member will be trained by their respective predecessor, and have ample time to come up to speed with the current structure and operations of the troupe.

The Current Makeup of the Board is:

President (Officer)
Vice-President (Officer)
Secretary (Officer)
Treasurer (Officer)
Senior Advisor (Member of the Board)
Managing Director (Member of the Board)

The Noble Blades does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or union status, in any of its activities or operations.

For any questions about the Noble Blades, this position, or the election process, please contact us at Noble@NobleBlades.org. You may also request, and will be provided a complete copy of our handbook, or official public documents at any time during the process.

Excerpt from The Noble Blades Handbook, outlining the Board Elections process:

1. Senior Council Selection Process

During the first week of August of even-numbered years, the current Senior Council will begin the process of selecting members for the following two-year term. This process will be completed by October 1st of the year in which it was begun. The process will occur in three phases: (1) Selection of the President and Managing Director, (2) interviews and selection of the other Senior Council positions, (3) Selection of the Senior Advisor.

1. Phase 1

- a. Nominations are held for the roles of President and Managing Director
 - i. Only current Senior Council members are eligible to be nominated for President or Managing Director
 - ii. Nominations need not be seconded, but must be accepted by the nominee.
 - iii. Self-nominations are allowed.
- b. The Nominees are invited to address the Senior Council and demonstrate why they should be selected for the role for which they were nominated.
- c. The current Senior Council conducts a closed, written ballot to select the President and Managing Director.
 - i. The respective nominees with the most votes will become the new President and Managing Director.
 - ii. Each member may cast exactly one vote.
 - iii. An individual is allowed to vote for themselves.
 - iv. In the event a single nominee does not secure a clear majority, a re-vote will be conducted between the two nominees with the highest number of votes.
 - v. In the event of a tie, the current President shall cast an additional vote.
 - vi. If the current President is a candidate for Managing Director, or vice versa, the tie will be broken by a coin toss.
- d. The current Secretary shall be responsible for dispersing, collecting, and counting ballots.
 - i. The current Managing Director shall be responsible for confirming the ballot count.
 - ii. In the event that the current Secretary and/or Managing Director are running for Artistic Director, the Senior Council will select another member to act in the Secretary/Managing Director's stead to disperse, collect, and count ballots.

2. Phase 2: Other Senior Council Positions

- a. The current Secretary posts the job descriptions and responsibilities of the remaining open positions on the company website.
- b. The current Senior Council members and the general public are invited to apply, in writing, for the open Senior Council positions.
 - i. The President and Managing Directors-elect are encouraged to invite suitable individuals to apply.
 - ii. Individuals may apply for up to three positions.
 - iii. Interviews and voting may be postponed for a reasonable period of time (maximum of 2 weeks) to ensure there are enough qualified applicants.
- c. Candidates for each open position will be interviewed by the current Senior Council (by design, this will contain the President and Managing Directors-elect).
 - i. Current Senior Council members shall not be permitted to participate in the discussion/interview of positions for which they applied.

- d. After all the interviews have been completed for an individual position, an open-forum discussion will be conducted to discuss the relative merits of the applicants.
 - i. Each member of the Senior Council shall have the floor for 2 minutes to discuss the applicants.
 - ii. The current Secretary shall keep time.
 - e. After all the interviews and discussions are completed, a closed written ballot will be conducted for each open position.
 - i. The applicant with the most votes for the positions shall take over the responsibilities of that position at the start of the next calendar year.
 - ii. Each current Senior Council member may cast exactly one vote per position, or may abstain from voting for any/all positions.
 - iii. Current Senior Council members shall not be permitted to participate in the voting for positions for which they applied.
 - iv. In the event a single applicant did not secure a clear majority, a re-vote will be conducted between the two applicants with the highest number of votes.
 - v. In the event of a tie, the President may cast an additional vote.
 - f. The current Secretary shall be responsible for dispersing, collecting and counting ballots
 - i. The current Managing Director shall be responsible for confirming the ballot count.
 - ii. If the current Secretary is running for any of the open positions, they shall not disperse, collect, or count the ballots for that position.
 - 1. The current Managing Director shall be responsible for dispersing, collecting and counting ballots.
 - 2. The current President shall be responsible for confirming the ballot count.
 - g. The winner shall be announced by the current Secretary, without revealing the ballot count.
 - i. If the current Secretary is a candidate, the current Managing Director shall announce the winner, without revealing ballot count.
 - h. If no applicant(s) for a position receives a majority vote, the position shall be designated as open and a future application process will be conducted by the new Senior Council.
 - i. Until an open position is filled, the position shall be filled by a sitting Senior Council member.
- 3. Phase 3: Selection of the Senior Advisor**
- a. The completed Senior Council will discuss candidates for the position of Senior Advisor.
 - b. A letter of invitation will be sent to the chosen candidate
 - c. The Candidate will have the opportunity to interview and meet with the current Senior Council
 - d. The Candidate will have not less than Three (3) weeks to accept or reject the invitation.