

DUTIES OF BOARD POSITION/CHAIR

1.) President – 2 year term

- a.) Shall act as the official representative of the Organization.
- b.) Shall call and conduct Board, General Membership, and special meetings.
- c.) Shall promote the overall well being of the Organization.
- d.) Shall aid and assist committee chairpersons when necessary.
- e.) Shall appoint the House Manager and appoint ad-hoc committees as necessary.
- f.) Shall be bonded.

Vice President – 2 year term

- a.) Shall conduct meetings in the absence of the President.
- b.) Shall work with the Promotion and Play Selection advisors to produce a program cover design consistent with other promotional materials.
- c.) Shall have final responsibility for program inserts for each production.
- d.) Shall appoint the chairperson and define the function of the following committees:
 - 1.) Advertising Sales
 - 2.) Tickets
 - 3.) Box office
- e.) Shall be bonded.

Treasurer – 2 year term

- a.) Shall handle all monetary transactions and financial correspondence.
 - b.) Shall record and report these transactions to the Board and general membership.
 - c.) Shall work with the program sales chairperson on program advertisements.
- Shall verify that all other financial reports are filed, in accordance with all federal, state, and local regulations.
- e.) Shall be bonded.

2.) Secretary – 2 year term

- a.) Shall record and report the minutes of the Board and General Membership meetings.
- b.) Shall handle non-financial correspondence.
- c.) Shall administer contracts for Production and Construction Staff.
- d.) Shall provide each Director with a current copy of the following documents: the TRCP Constitution, Constitutional By-Laws and Rules of Operation, and Production Manual for reference.
- e.) Shall appoint the chairperson and define the function of the following committees:
 - 1.) Archives
- f.) Shall be bonded.

3) Board Member—Building & Resources Chair – 1 year term

- a.) Shall be responsible for the general care and maintenance of TRCP facilities, equipment, building and grounds
- b.) Shall coordinate all routine/contracted maintenance inspections, including but not limited to: lawn service, snow-plowing, pest control, fire extinguisher inspection, furnace filter changing and inspection, garbage removal (includes securing annual bids to submit to the Board for approval.)
- c.) Shall work with the Technical Chair on inventory, care and storage of set construction materials, stage lighting, sound equipment, properties, make-up, and costumes.
- d.) Shall set-up routine "Cleaning Days" for the purpose of volunteer maintenance of our building and grounds.

4.) Board Member—Liaison Chair – 1 year term

- a.) Shall be responsible for representing TRCP at CTAM functions, the Three Rivers Area Chamber of Commerce, the Carnegie Center for the Arts, and other organizations as needed at the discretion of the President.
- b.) Shall report to the Board and General Membership periodically.

5.) Board Member—Play Selection Chair – 1 year term

- a.) Shall conduct periodic meetings for the purpose of reading and reviewing scripts.
- b.) Shall present for General Membership approval a slate of plays for which there is director interest, for the following season by the April General Membership Meeting.
- c.) Shall conduct all correspondence with publishing houses including: Acquiring all scripts, scores, etc. for all TRCP productions, and verifying payment of royalties was sent/received.
- d.) Verify all rented materials were collected and returned to the appropriate rental house in a timely manner, in coordination with the Director and Treasurer.
- e.) Shall monitor rentals, housekeeping and catalogue updates for the TRCP library of plays.

6.) Board Member—Technical Chair – 1 year term

- a.) Shall coordinate with the Director(s) of individual productions, in securing chairpersons for the following Production Committees:
 - 1.) Costumes.
 - 2.) Properties.
 - 3.) Make-up.
 - 4.) Set Construction.
 - 5.) Lighting.
 - 6.) Sound/Special effects.
- b.) Shall maintain inventory lists and provide care and storage for set construction materials, lights, sound equipment, properties, make-up and costumes, with the co-ordination of the Building & Resources Chair.

c.) Shall be responsible for renting and/or loaning of any technical equipment, costumes, properties, and set materials to other theatre groups or schools (fees to be determined by the Board of Directors.) .

7.) Board Member—Promotion Chair – 1 year term

a.) Shall coordinate all publicity and public relations including:

- 1.) Print media
- 2.) Radio and TV
- 3.) Posters and flyers
- 4.) Lobby display board
- 5.) Outdoor display sign
- 6.) Securing all Afterglow sponsors (with input from the Director)

b.) Shall be responsible for updating/verifying the theatre's answering machine message in a timely manner.

c.) Shall coordinate the acquisition of cast photos for the Lobby display boards

8.) Board Member – Production – 1 year term

a) Is responsible for the maintenance and organization of theater properties including

- 1) Costumes
- 2) Props
- 3) Make up