

PLAYERS DE NOC, BOARD RESPONSIBILITIES (REVISED 5/2023)

BOARD OF DIRECTORS RESPONSIBILITIES

The Board of Directors for Players de Noc is an all-volunteer working board.

The seven members are elected from the active membership and are responsible for the day-to-day running of the organization. All members work together to determine our season of plays, to approve large purchases, to determine schedules, set general policy, and decide on any "extras" that we might want to put into the season.

The board is in constant contact via text and email in case of emergencies like the need to cancel or reschedule shows due to weather or other circumstances, the need to make emergency policy due to circumstances beyond the control of the board, or to make advantageous purchases of needed equipment when an item can be obtained at an excellent price. The board is flexible and does what needs to be done to run the theater whether it is "business related" or doing what physical work needs to be done. Though the duties fluctuate somewhat due to the talents of the individuals involved, the general responsibilities of the members are as follows:

President:

(From the by-laws) The President shall be the principal executive officer of the corporation and shall, in general, supervise all of the business and affairs of the company. They shall preside at all meetings of the members and the Board of Directors. They may sign, with the Secretary, or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or by these By-Laws, or by statute to some other officer or agent of the corporation; and in general, they shall perform all of the duties incident to the office of President, and such other duties as may be prescribed by the Board of Directors from time to time.

The president is also an ad hoc member of all committees.

Vice-President

(From the bylaws) The Vice-President in the absence of the President shall perform the duties of the President. The Vice-President shall, in addition, perform such other duties as shall from time to time be assigned to him/her by the President or by the Board of Directors.

Our vice president oversees hospitality and patron and volunteer outreach and sits on the Volunteer Recruitment/Retention committee and the Fundraising committee.

Treasurer/Business Manager:

(From the bylaws) The Treasurer shall have charge and custody of and be responsible for all of the funds and securities of the company. The Treasurer shall receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and shall deposit all such monies in the name of the corporation in such banks as shall be selected in accordance with the provisions of ARTICLE VIII of these By-Laws, and in general, perform all of the duties incident to the office of Treasurer, and such other duties as may be from time to time assigned by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall be bonded, the discharge of their duties, in such a sum and with such surety of sureties as the Board of Directors shall determine.

The Treasurer is the business manager of the corporation and as such has the following general duties throughout the fiscal year.

- A. Discuss with the Board and the production teams the productions to be presented and determine what costs may occur in (a) Capital equipment (b) General operation © Technical expenses.
- B. Meet with the board of directors to discuss and revise the budget
- C. Obtain production rights and pay royalty fees
- D. Purchase the necessary scripts for the entire season
- E. Set up the bookkeeping for the season
- F. Deposit all monies collected from Season sales patron donations
- G. Keep the books up to date
- H. Reimburse members for show related expenses.
- I. Prepare and distribute financial reports on income, expenses, and net income of each production and a final report for the season.
- J. See that all rented materials are returned
- K.. See that all bills have been paid.
- L. Have an external audit made of the financial books.
- M. Sit on the Fundraising committee and the Grants committee

Secretary

(From the bylaws) The Secretary shall keep the minutes of the meeting of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of the By-Laws, or as required by law; be custodian of all records; keep a register of the post office address of each member, and in general, perform all duties as may be, from time to time, assigned to them by the President or by the Board of Directors.

General duties:

- A. Post notices of all meetings, attend all meetings, both general and board meeting
- B. Keep minutes of general meetings, all board meetings both regular and special
- C.. Keep a physical book of such minutes.
- D. Maintain physical and electronic copies of articles of incorporation, bylaws, policies, deeds, leases, and other official documents.

- E.. Maintain the production manual, the players handbook and with the webmaster and historian, the archives of the group.
- F. Maintain form bank
- G. Keep membership rolls current
- H. Attend the first meeting of all productions to update memberships and collect dues
- I. Collect dues and issue membership cards
- J.. Create tentative agendas for all meetings for approval of the board.
- K. Draft correspondence
- L. Field calls and emails from the public and assist them or direct them to someone who can assist.
- M.. Draft policy documents (as approved by the board)
- N.. Conduct research regarding items requested by the board.
- O. Sit on the grant writing committee

House Manager/Box Office Manager

The **House Manager/Box Office Manager** is responsible for the box office/ticketing system, for house management during productions, overseeing of our volunteer ushers, concessions, and any sales of merchandise that may take place. This person also oversees the theater proper and contacts our landlord for needed cleaning and maintenance.

The following are suggestions the box office manager may want to make use of during the different stages of the play production process.

- A. Set up- with Arts People the tickets, dates, times, any special shows.
- B. Revise, if necessary, the box office policies and procedures
- C. Instruct the box office personnel in procedures-for selling tickets and running the box office.
- D. See that all supplies are on hand
- E. Request volunteers for running the box office station at the Bonifas for a couple of weeks before each show.
- F. Obtain ushers for each production assign their locations in the theatre- assign 50/50 ticket sellers
- G. Obtain sufficient change for 50/50 raffles
- H. Prepare a box office report at the end of performance
- I. Prepare the final box office report at the end of the run
- J. Turn in all funds obtained (ticket sales, concessions, and other sales) to the treasurer/business manager.
- K. Sits on the Community Outreach committee

Publicity/Marketing

Publicity/Marketing This position oversees all aspects of marketing including print, radio, television and social media. Currently this person works with a volunteer committee to create and post content for our social media. They schedule and attend (if possible) all radio and TV spots and prepare press releases for the local paper. The publicity director is a Board member. They are directly in charge of generating public

interest in the theater. They also alert the public to theatre events to create a public opinion that is intelligent, informed and favorable.

The following are suggestions the publicity director may want to use during the different stages of the play production process.

- A. Become personally acquainted with newspaper editors and theatre writers and critics.
 - 1. Find out what kind of material they want.
 - 2. Find out when notices should be received and how much free space you can expect to get per show
 - 3. **Maintain** a file of all the information about all media outlets including contact information, typical use, deadlines and other pertinent information.
- B. Send the newspaper a publicity release that contains the entire season of plays, the performance dates and information for obtaining season tickets.
- C. Purchase advertising.
 - 1. Ads should describe the entire season, specify the dates of plays, and tell how and where season tickets may be purchased and the prices.
- D. Place and/or solicit volunteers to place posters around the town and surrounding areas
- E. Send out brochures or flyers to a selected mailing list
- F. Send publicity release telling when and where auditions will be held
- G. Send out publicity releases with a list of the cast and the parts they will play
- H. Make sure that posters have been ordered and printed
- I. Schedule TV and radio spots two weeks before the opening of each production."
- J. Arrange a picture-taking session with the director of the play.
- K. Invite a reviewer after consulting with the director
- L. Sits on the Publicity committee.

Buildings and Grounds

Buildings and Grounds. This position oversees our physical plant (the two buildings we own.) The person is responsible for general upkeep of the buildings by doing the work him/herself, soliciting other members with expertise to handle the job, or recommending that the board hire outside specialists to handle work that is beyond our volunteers' ability. This person is also in charge of the contents of these buildings, including, flats, large set pieces, props, and costumes and sets work bees to deal with the buildings and/or the contents.

- A. Inspect the costume shop and scene shop at the beginning of the season.
- B. Report on the condition of the buildings to the board of directors and recommend improvements, repairs, and general maintenance.
- C. obtain estimates for repairs and maintenance
- D. Schedule work bees for volunteer repair, maintenance, and clean-up.
- E. Order dumpsters or other necessary equipment for maintenance sessions
- F. Schedule maintenance to be done by contractors
- G. Oversee inventories of the shops.
- H. Supervise the loaning of costumes, equipment, and props
- I. Arrange for snow removal and lawn maintenance.

J. Sits on the Buildings and Grounds Committee.

Other members of the Board may sit on any of the above-listed committees as their interests and talents dictate. The Youth Theatre Committee and Play Reading Committee are staffed at the discretion of the President and the Board.