

CLAGUE PLAYHOUSE BOARD OF DIRECTORS

Job Descriptions and Responsibilities

PRESIDENT

Responsibility: The President of the Clague Playhouse Board of Directors is the Chairman of the Board and therefore is directly responsible to the Board and to the Membership of Clague Playhouse. The President shall conduct meetings, coordinate business activities, respond to the needs of members, and assist in developing the goals for the theater.

Duties

- Act on behalf of Clague Playhouse, Inc. as directed by the Board of Directors.
- Answer inquiries and serve as liaison to membership and the community.
- Preside at all meetings of the Board of Directors, Executive Committee, Official Membership (March and June), and any other special meetings.
- Conduct all meetings in an orderly and effective manner.
- Host Opening Night performances.
- Schedule artists to show their work in the lobby.
- Be on call for security system alarm notifications.
- Conduct business on behalf of the Treasurer when necessary.
- Develop a comprehensive annual marketing plan in conjunction with Board of Directors.
- Work with Treasurer to finalize overall yearly budget.
- Make final decision about closing the theater. (ie: weather, health, etc.)
- Can call for an emergency action by the Executive Committee in lieu of a regular Board meeting (See Policies and Procedures Handbook).
- Serve as Head of the Executive Committee.

All Board members shall:

- Serve as House Manager at least one time for each production.
- Assist and participate in major fund-raising activities.
- Provide assistance to other Board members in their roles.
- Notify Office Administrator of any scheduled use of the theater facilities, including time and area to be used, for posting on the master calendar.
- Actively seek and apply for funding to support the Playhouse.

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VICE PRESIDENT

Responsibility: The Vice President of the Clague Playhouse Board of Directors and must understand the responsibilities of the President and be able to perform those duties in the President's absence.

Duties

- Act in the absence of the President.
- Perform duties as requested by President and Board of Directors.
- Coordinate Front of House Volunteers.
- Host Opening Night reception.
- Participate in Hospitality Committee.
- Manage assigned projects.
- Compile and mail the *Spotlight* newsletter.
- Responsible for informing the entire Board of Directors of emergency decisions made by Executive Committee approval (ie: weather, health, etc.).
- Serve as a member of the Executive Committee.

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SECRETARY

Responsibility: The Secretary of the Clague Playhouse Board of Directors shall be responsible for keeping and updating records of Board actions and oversee general secretarial duties.

Duties

- Keep minutes of all meetings of the Board of Directors, Executive Committee and Official Membership.
- Make copies of minutes available to all Board members and keep a copy on file in Clague Playhouse office per 501(c)(3) regulations.
- Prepare agenda for all meetings.
- Oversee and update the Policies and Procedures Handbook as needed, at least bi-annually.
- Prepare correspondence as requested by Board members, such as letters, thank-you notes, get well and sympathy cards, etc.
- Circulate House Manager sign-up sheet to Board members for each production. Make sure all slots are filled, return a copy to each Board member, and post one in the office.
- Serve as a member of the Executive Committee.

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TREASURER

Responsibility: The Treasurer of the Clague Playhouse Board of Directors shall manage the theaters finances and ensure that the Board's financial policies are being followed. The Treasurer will ensure that all appropriate financial reports are made available to the Board of Directors as well as the official membership of Clague Playhouse.

Duties

- Maintain accurate financial records for Clague Playhouse, Inc.
 - Pay bills and contracts when due.
 - Deposit receipts, monitor expenses, and take care of banking.
 - Make recommendations to Board re: the investment of cash assets.
 - Prepare annual budget by July Board meeting.
 - Prepare and present a monthly statement to the Board of Directors.
 - Prepare annual reports.
 - Have financial accounts audited as deemed necessary by the Board.
 - Maintain records indicating box office attendance, income, and expenses for each production and event.
- Act on behalf of Clague Playhouse, Inc. in other business-related matters.
 - Pay yearly lease rental to City of Westlake.
 - Work with accountant to file IRS and state tax forms and 1099s as required.
 - Keep non-profit status current.
 - Coordinate on-line ticket program
- Act on behalf of Clague Playhouse, Inc. in entering into contractual agreements.
 - Arrange for annual insurance policy (liability and contents).
 - Establish contracted amount for each subcontractor (such as production and education contractors) and pay personnel upon completion of services.
 - Establish and maintain a payroll/paycheck system for the employees.
 - Pay royalties and secure refunds due.
- Maintain an inventory and calculate depreciation of all assets owned by Clague Playhouse, Inc.
- Maintain all contract files, charge accounts, leases, sales tax exemption, and club memberships.
- Forward names of all incoming receipts (such as annual donations or special gifts to Clague Playhouse) to Membership Coordinator.
- Provide petty cash for registration, raffles, and special events.
- Serve as a member of the Executive Committee.

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PRODUCTION MANAGER

Responsibility: The Production Manager of the Clague Playhouse Board of Directors shall oversee all aspects of Clague Playhouse productions.

Duties

- Establish a production budget for each show in conjunction with the Treasurer.
- Submit budget to the Board for approval by May.
- Contract with each Director, Set Designer, Lighting Designer, Sound Designer, Costume Designer, Props Designer and (when needed) Musical Director and Choreographer.
- Communicate responsibilities to Production staff.
- Communicate audition and performance information to Office Administrator.
- Maintain actor files.
- Prepare instructions for audition staff.
 - Audition staff needs to keep track of perusal script deposits and inform Production Manager if scripts are not returned.
- Read and review Play Reading Committee's selections for upcoming season.
- May present the list of proposed plays for the next season to the Board for approval.
- Create a record of the upcoming season's play titles, including number of shows, number of characters, running dates, publisher, and number of script copies needed. Provide information to Office Administrator to order scripts and royalties.
- Write a synopsis of each play for the season brochure and give to the Office Administrator.
- Number incoming scripts and create a folder for the office drawer; make copies for the Production staff.
- Attend auditions.
- Coordinate with stage manager for Green Room and dressing rooms needs per each production.
- Attend most rehearsals, especially the last two weeks, to aid director, actors, costumer, and designers.
- For Double Dress rehearsal dinner, check with actors re: food needs.
- Ensure that a gift and card are given to each cast and crew member on opening night.
- Arrange for volunteers for Strike Day. Oversee and assist with set strike.
- Serve as a member of the Executive Committee.

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BUILDING AND GROUNDS

Responsibility: The Building and Grounds Manager shall oversee the condition of the building, maintaining the security and safety of the facility.

Duties

- Submit annual budget to the Board of Directors by May.
- Distribute facility keys to appropriate individuals and keep a record of key codes and changes to key holders.
- Maintain the security system and provide training to all key holders.
- Be on call for security system alarm notifications.
- Arrange with the City of Westlake for snow, ice, and debris removal.
- Oversee interior cleaning of the building.
- Make building available and arrange for inspections of heating, air conditioning, plumbing, fire extinguishers, fire water-line pressure, and exit lights and make or arrange for needed repairs. Record the inspections.
- Coordinate the yearly test on back-flow prevention system with the City of Westlake.
- Oversee storage of assets.
- Serve as liaison to the City of Westlake for building and grounds maintenance.
- Program information on outdoor sign for all productions and special events.
- Purchase maintenance/custodial, office, and refreshment supplies.
- Record any vandalism and accident reports.
- Contract and coordinate major renovations and general Building & Grounds repairs/improvements with Board approval.
- Oversee contractors, sub-contractors, and/or handyman for repairs or improvements to the building.

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COMMUNITY OUTREACH

Responsibility: The Community Outreach Coordinator shall serve as a community liaison and act on behalf of the Clague Playhouse Board of Directors.

Duties

- Develop cooperative ventures with groups and organizations on behalf of Clague Playhouse.
- Plan and coordinate community outreach programs, including Clague & Co., with Fund-Raising and Publicity/Marketing Coordinator.
- Coordinate cultural arts programs and activities.
- Act as representative to the Westlake Community Council.
- Work with the Publicity/Marketing Coordinator to seek new ways to promote Clague Playhouse.
- Coordinate with other organizations and groups for special events and education programs.
- Coordinate distribution of literature and information about Clague Playhouse.
- Communicate to the community the mission of Clague Playhouse.

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EDUCATION

Responsibility: The Education Coordinator shall develop and coordinate classes, workshops, and theatrical productions for children, teens, and adults.

Duties

- Establish and present education goals and objectives to the Board of Directors.
- Establish a budget in conjunction with the Treasurer for each show and class.
- Develop goals and curriculum for ongoing classes.
- Interview prospective instructors. ~~and recommend to the Board for approval.~~
- Facilitate the contractual agreements and submit to the Board for approval and Treasurer for finalization.
- Schedule classes, send out mailings, and oversee registration for each session.
- With Publicity/Marketing Coordinator, develop publicity for youth theater programs.
- Communicate with instructors and act as liaison with the Board.
- Act as an advocate for the needs of the education component.
- Develop and implement an evaluation tool and process to be used after each session. Evaluation should include staff performance and progress toward goals and objectives.
- Provide, with a three-month lead time, the upcoming youth theater play selections, including number of shows, number of characters, running dates, publisher, and number of script copies needed. Provide information to Office Administer to order scripts and royalties.
- Coordinate with the Production Manager on staff requirements for productions and to avoid any conflicts of space usage.
- Coordinate with the Building and Grounds Coordinator for building needs (ie: chair & tables set-up).
- Work with the Production Manager and director of each show to ensure that policies and procedures of the Board are followed.
- Act as contact person for the parent volunteer component of each production which requires at least one parent volunteer.

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FUND-RAISING/SPECIAL EVENTS

Responsibility: The Fund-Raising/Special Events Coordinator shall develop and oversee all fund-raising activities, special events for Clague Playhouse, and seek corporate and foundation funding.

Duties

- Develop and present to the Board of Directors plans for at least two fundraising events per year.
- May form committees to execute events and activities as needed.
- Plan special events that could include but are not limited to guest performers (ie: the GLT outreach group), preview/talk backs, lectures, etc.
- Facilitate the contractual agreements for special events and submit to the Board for approval and Treasurer for finalization.
- Coordinate with the Production Manager for scheduling, and/or technical needs.
- Coordinate with the Building & Grounds Coordinator for any building needs.
- Coordinate with the Office Administrator for any Box Office needs.
- Coordinate Publicity/Marketing Coordinator for all publicity for events.
- Monitor fundraising and special events to conclusion and report the results to the Board.
- Coordinate annual ad campaign for playbill.
- Seek underwriters for individual productions.
- Solicit and pursue corporate funding.

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MEMBERSHIP

Responsibility: The Membership Coordinator shall oversee all aspects of the membership campaign.

Duties

- Actively pursue new members through a yearly membership drive.
- In conjunction with the Office Administrator, maintain and update the Clague Membership and Mailing List.
- In conjunction with the Office Administrator, maintain a listing of members in a notebook binder at the Box Office.
- In conjunction with the Office Administrator, maintain records of all donations and their appropriate categories.
- Sign letters of acknowledgement to donors for mailing by the Office Administrator.
- With the President, coordinate membership meetings twice per year.
- Arrange for plaques/recognition and advise the Board of Directors.
- Contact volunteer coordinator to help with mailings and events.

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PUBLICITY/MARKETING

Responsibility: The Publicity/Marketing Coordinator shall promote Clague Playhouse, and develop ways to increase attendance at all events.

Duties

- Coordinate marketing brochure for the season in cooperation with appropriate Board members.
- Communicate to the community the mission of Clague Playhouse.
- Provide news releases, publicity photographs, and other pertinent theater information to local sources and social media.
- Coordinate all publicity for productions, activities, and events.
- Maintain an updated list of media contacts, including mailing and e-mail addresses and other appropriate information.
- Send out social media blasts.
- Keep archival record of shows and productions.
- Ensure Archives are in order.

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