

SMALL TIME THEATRE

Board of Directors Positions



President

- Set goals and objectives for the board and ensure they are met.
- Preside and facilitate all Board meetings.
- Call meetings of the Board.
- Develop an agenda for meetings and communicate items to the secretary.
- Appoint Directors of the Board.
- Monitor the financial goals of the Board.
- Evaluate annually the performance of the society in achieving its objectives.
- Ensure that all board members are involved in committee activities; assigns committee chairs.
- Understand the bylaws of the society and ensure they are upheld.

Vice President of Operations

- Approve and oversee the budget as prepared by the treasurer.
- Prepare for, attend, and participate in board meetings.
- Attends all Production Team meetings as called by the Stage Manager(s)
- Manage storage and facility rentals.
- Sit on the Sponsorship committee in a supportive role.
- Co-audit annual financial statements.
- Oversees high school work experience program and credits.
- Act as the president in his or her absence.

Vice President of Administration

- Oversee the Volunteer Coordinator.
- Oversee the Box Office & Front of House Manager.
- Oversee and communicate with insurance providers.
- Co-audit annual financial statements.
- Create, distribute and collect volunteer forms.
- Prepare for, attend, and participate in board meetings.

Treasurer

- Keep record of and receive payment of fees from society members.
- Keep record of donations and sponsorships and issue receipts to payees.
- Pay vendors, service providers, and reimburse committee members for expenses.
- Prepare and maintain an annual budget of the society.
- Manage the society's bank account and perform all banking transactions.
- Prepare for, attend, and participate in board meetings.
- Prepare financial records for audit.

- Prepare financial statements to be presented at the annual general meeting.
- File the annual return to the Corporate Registry.

Secretary

- Prepares meeting agendas under direction of the President.
- Maintains records of the Board and keeps copies of the bylaws and objectives.
- Keeps lists of officers, Board Members, committees and General Membership of the society.
- Notifies Board Members of meetings.
- Keeps record of Board attendance.
- Keeps accurate Minutes of meetings and ensures they are distributed to members after each meeting.
- Records all motions and decisions of meetings.
- Send reminders of assignments/deadlines to Board Members.
- Register all members for an internal communications platform (currently Microsoft TEAMS).
- Ensure all members are notified and aware of the Annual General Meeting.

Director of Marketing

- Ensure brand continuity between all printed materials (programs, signage, sponsorship letter, etc.), online forms, website, newsletter, and social media.
- Coordinates with Photographer to ensure all rehearsal and productions photos are taken for promotional needs and archive purposes.
- Work with Program Designer to ensure layout aligns with brand consistency and that all sponsorship commitments are met.
- Coordinate costume photo night and cast photo for promotional needs and archive purposes.
- Create, distribute and collect all photo release forms and ensures privacy laws and requests are being met.
- Ensure all sponsorship commitments are honored in both printed materials and online.
- Create and coordinate content for all social media outlets including Instagram and Facebook pages.
- Recommend yearly marketing budget and work within it to meet advertising needs.
- Communicates with the Box Office & Front of House Manager to make arrangements for any complimentary ticket asks for marketing or sponsorship committee purposes.
- Prepare for, attend, and participate in board meetings.

Director of Public Relations and Communications

- Work with the Website Administrator and Director of Marketing by providing content and making sure the website is up to date.
- Provide content for newsletters going out to current and potential volunteers and patrons as needed.
- Speak to the media and the community on behalf of the organization (as does the President).
- Work with the Board and Artistic Director to make sure STT's public image and any specific messages are on brand and communicated properly (eg. program messages, media, etc.)
- Look for media opportunities including sending out press releases, coordinating media engagements, and preparing speaking notes for presenters.
- Collect all media feedback and stats for archive purposes.
- Work with the Box Office & Front of House Manager to provide all appropriate communications to ticket holders.
- Prepare for, attend, and participate in board meetings.