



## 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 society activities.
- Review and update Board of Directors Positions documents on a yearly basis.
- Understand the bylaws of the society and ensure they are upheld.
- Approves and oversees the overall Small Time Theatre budget as prepared by the treasurer.

## Vice President / Production Manager

- Approve and oversee the production budgets as prepared by the treasurer.
- Find and manage storage space.
- Finds rehearsal and performance venues and secures all bookings.
- Attends production meetings in a Producer role to ensure the production is supported and STT mission and values are being met.
- Inform Stage Managers on the reimbursement process so they can communicate this to the production team.
- Oversee the **Volunteer Coordinator**.
- Co-audit annual financial statements.
- Oversee the **Box Office & Front of House Manager** including set up of ticket sales.
- Act as the president in his or her absence.
- Oversee and communicate with insurance providers.
- Prepare for, attend, and participate in board meetings.

## Secretary

- Prepares and updates STT policies and procedures.
- Co-audit annual financial statements.
- Create and update all online forms (cast contract, volunteer contract, photo release and sign in/out) and give links to the stage managers for distribution.
- Update Stage Managers as to who has and hasn't filled out forms so reminders can be sent out.
- Removes/Adds all society members for an internal team communications hub.
- Reviews and update Volunteer Positions document on a yearly basis.
- Prepares meeting agendas under direction of the President.

- Maintains and organizes official records and documents of STT including copies of the bylaws and objectives, physical and digital records, ensuring easy access for Board members.
- Keeps lists of officers, Board Members, committees and General Membership of the society.
- Notifies Board Members of meetings and 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.
- Keeps an annual organizational timeline for the board to follow
- Send reminders of assignments/deadlines/action items to Board Members according to past meeting minutes and the Board's organizational timeline.
- Prepare year end report for annual general meeting.
- Prepare for, attend, and participate in board meetings.

## Treasurer

- Keep record of and receive payment of fees from society members.
- Keep record of and receive donations and sponsorships and issue receipts to donors.
- 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 financial records for audit.
- Prepare financial statements to be presented at the annual general meeting.
- File the annual return to the Corporate Registry.
- Sits on the **Sponsorship Committee** in a supportive role including making sure any new sponsorship levels are approved by the Board.
- Prepare for, attend, and participate in board meetings.

## Director of Marketing

- Ensure brand continuity between all printed materials (programs, signage, posters, sponsorship letter, t-shirts, etc.), online forms, website, newsletter, and social media.
- Coordinates with **Photographer** to ensure all rehearsal and production photos are taken for promotional needs and archive purposes.
- Work with the **Program Designer** to ensure layout aligns with brand consistency and that all sponsorship commitments are met.
- Design and coordinate with directors, stage managers, and printing company, a t-shirt design and provide final info to **Volunteer Coordinator**.
- Coordinate cast photo for promotional needs and archive purposes.
- Ensures privacy laws and requests are being met based on signed photo release forms.
- Ensure all sponsorship commitments are honoured in both printed materials and online.
- Create and coordinate content for all social media outlets including Instagram and Facebook pages.

- Recommend marketing budget per production and work within it to meet advertising needs.
- 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 make sure the website is up to date.
- Provide content for and distribute newsletters going out to current and potential volunteers and patrons as needed.
- 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.)
- Collaborates with the President as to who should speak at potential media opportunities.
- Look for media opportunities including sending out press releases, coordinating media engagements, and preparing or approving speaking notes for presenters.
- Collect all media feedback and stats for archive purposes.
- Works with the Board and Box Office Manager to provide all appropriate communications to ticket holders (such as cancelled shows, etc.).
- Ensure all society members are notified and aware of the Annual General Meeting.
- Prepare for, attend, and participate in board meetings.