

**Ouachita Little Theatre**  
**BENEFITS & DUTIES OF OFFICERS, BOARD MEMBERS,**  
**AND COMMITTEES -- Adopted Nov. 10, 2010**

**DUTIES OF OFFICERS**

**President:** shall preside at all meetings of the organization and of the Board of Directors, and shall be an ex-officio member of all committees, except the nominating committee, and shall write the newsletter. The President will appoint Nominating Committee, Sound Director, Lighting Director and Auditor annually. Responsible for OLT history -- keeping or delegating the keeping of scrap books of past, current & future newspaper articles, etc., passing history onto successors to be available to Board of Directors upon request.

**Vice President:** shall assume the duties of the President in the absence of that officer. S/He shall serve as House Manager and will oversee general maintenance of physical theatre and the seasons' shows (or s/he can appoint someone else with the cooperation of the director of the shows). S/he shall perform other duties as may be delegated to the office.

**Secretary:** maintains a record of all meetings of the Board of Directors and of the committees S/he shall perform other duties as may be delegated to the office.

**Treasurer:** shall receive all monies of the organization, keep an accurate record of receipts and expenditures as well as assets and liabilities.  
Shall pay out recurring funds (utilities, supplies, etc.) as authorized by the Board of Directors on a timely basis.  
Shall pay out funds in advance on approved budget or for reimbursement on approved budget for expenditures incurred for play/event production.  
Shall provide required financial information to committees for budget purposes.  
Shall develop a consolidated annual budget and 5 year budget based on committee budgets.  
Shall make a presentation of accounts at every meeting of the organization, and, if so requested, perform other duties as requested by the Board of Directors. A full financial report is to be given at the Annual General Membership meeting. The Treasurer's audited full financial report shall be presented at the annual membership meeting in May, at which time it should be adopted.  
S/he shall perform other duties as may be delegated to the office.

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## **BOARD MEMBER BENEFITS AND DUTIES**

All Board Members are:

- Given a free \$25.00 membership or \$25.00 deduction from any other membership level they choose.
- Ambassadors of OLT
- Expected to attend all the events and plays possible
- Expected to attend once-monthly Board Meetings (usually the 4<sup>th</sup> Tuesday of each month), Retreat(s), and General Membership meetings
- Serve on Committee(s) and possibly Chair or Co-Chair committee(s)
- Assist in producing plays (sets, props box-office, concessions, etc.)
- S/he shall perform other duties as may be delegated to the office.

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## **COMMITTEES, THEIR DUTIES AND CURRENT CHAIRS**

- All committees to make a 1-5-year plan on objectives of their committees and present to board by December Board Meeting.
- All committees to create a 1-5 year budget of expected expenditures and income (if any) and present to board by December Board Meeting.
- Report quarterly on progress.
- Every Committee should have a representative at each monthly Board Meeting.
- All committees to work with Membership and Volunteer Resources to recruit OLT ambassadors/committee members

### **Membership:** (Scott Vacca)

- Conduct membership drive.
- Keep an accurate yearly record of members.
- Perform other duties as may be delegated to the office.

### **Public Relations/Publicity:** (Larry Block)

- Initial contact for rental of the OLT, then liaison with President.
- Posting newsletter on Website.
- Publicize any production sponsored and produced by the OLT.
- Create business cards for all board members.
- Create personalized OLT note cards for social communications.
- Maintain web page so that it is accurate and up to date to ensure current information.
- Perform other duties as may be delegated to the office.

### **Program:** (Renee Alcorn)

- Responsible for any printed program for every OLT-sponsored/produced production.
- Perform other duties as may be delegated to the office.

### **Play/Director Selection:** (Eddie Huckaby)

- Nominate the plays/directors for the next season's shows.
- Have a lineup prepared at least 12 months in advance (rolling).
- Continually develop a list of suitable potential plays and play directors.
- Perform other duties as may be delegated to the office.

### **Saturday Night at the Lyric:** (Larry Block)

- Responsible for diverse variety shows (fundraisers). Quarterly event.
- Perform other duties as may be delegated to the office.

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**Social/Bensons:** (\_\_\_\_\_)

- Responsible for any social events for membership or community-related events.
- Responsible for organizing the bi-annual Benson Awards event, including place, printing and sending of ballots, counting, awards, publicity, food, and decorations.
- Responsible for sending cards to OLT members for special life events (i.e. birthdays, weddings, deaths, births, anniversaries, etc).
- Send out thank-you notes from the OLT.
- Perform other duties as may be delegated to the office.

**House:** (Tim Hesse)

- Rental and maintenance of side offices A & B.
- Building maintenance/improvements.
- Responsible for taking care of all repairs through completion,
- Works with cleaning person to keep supplies in stock for cleaning and restrooms.
- Determine with Play Director mementos to hang on the wall, within size guidelines.
- Perform other duties as may be delegated to the office.

**OLT on the Road:** (Tim Hesse & Larry Block)

- Create a lineup of plays & directors to produce plays at different venues.
- Locate & negotiate with different venues to present plays at their theater, schools, etc.
- AACT Community theater competition play production.
- Arrange for travel, organize receipts for reimbursement and/or final tally with Treasurer.
- Responsible for "On the Road" equipment, tech and other support
- Perform other duties as may be delegated to the office.

**Nominating:** (2-3 members appointed by the President in February each year)

- Responsible for soliciting potential Board Members and officers, collecting contact information, informing of duties and creating ballots for May General Membership Meeting.
- Shall present a single slate, and further nominations may be made from the floor, providing the consent of the nominee has been secured before his/her name is placed in nomination
- Shall collect and count ballots and announce new Officers/Board Members
- Perform other duties as may be delegated to the office.

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**Box Office:** (Theresa Erwin & Renee Alcorn)

(See "Box Office Instructions" located in silver box at concession stand)

- Responsible for securing people (and informing them of details of "Box Office Instructions") to greet incoming patrons, collect monies at the door.
- Works with Program Committee to be sure Programs are available for patrons.
- May deposit proceeds to the bank (possibly in conjunction with Concessions monies) or hand off to designated depositor.
- Arrange for presales if needed.
- Pick up tickets at the bank.
- Perform other duties as may be delegated to the office.

**Concessions:** (Ann Hatley)

(See "Concession Instructions" located in middle drawer of concession stand)

- Purchase and stock concession supplies.
- May deposit proceeds to the bank (possibly in conjunction with Box Office monies) or hand off to designated depositor.
- Re-stock (water in fridge) and clean (popcorn machine) at the end of event.
- Perform other duties as may be delegated to the office.

**Lighting director:** (\_\_\_\_\_)

- Work as the consultant for lighting.
- The consultants are appointed for one year by the President and the Board of Directors.
- Perform other duties as may be delegated to the office.

**Sound director:** (Gerry Johnson)

- Work as the consultant for sound.
- The consultants are appointed for one year by the President and the Board of Directors.
- Perform other duties as may be delegated to the office.

**Set director:** (Tim Hesse)

- Work as a consultant for set creation. (No set work done without his/her approval).
- Maintain set pieces.
- Organize and maintain dragon room.
- Perform other duties as may be delegated to the office.

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**Costume director:** ( )

- Work as a consultant for costumes. (No costumes removed from room without his/her approval).
- Responsible for costume rental, maintenance of costume room, weeding out, acquiring, caring for, and organizing costumes. Individual Play Directors are only released from duty after her/his approval
- Maintain costume catalogue.
- Perform other duties as may be delegated to the office.

**Prop Committee:** (Judy Kropp)

- Maintains Prop room. Individual Play Directors are only released from duty after her/his approval.
- Perform other duties as may be delegated to the office.
- **JOLT:** (Judy Kropp)
- Oversee youth program and report back monthly to Board.
- Perform other duties as may be delegated to the office.

**Finance:** ( )

- Review budget and evaluate whether we are living by it.
- Review the treasurer's report yearly.
- Responsible for soliciting and maintaining a record of budgets for each shows/event from director/producer.
- Ensure taxes are paid and/or 990 tax form or required tax forms are submitted .
- Work as consultant with play directors and Board of Directors.
- Perform other duties as may be delegated to the office.

**Foundation:** (Janelle Baldwin, Theresa Erwin, Mae Block, Bill Hayes)

- Create legal framework to accept donations for capital improvements, etc.
- Recruit Foundation Board Members
- Perform other duties as may be delegated to the office.

**Volunteer Resources committee:** ( )

- Grow and maintains list of volunteers.
- Supplies list or may contact volunteers to help with committees/tasks.
- Perform other duties as may be delegated to the office.
- Tracks and reports volunteer hours.