

Desert Theatre League

Duties of Officers

PRESIDENT

The DTL President shall:

1. Preside at all Board and Regular Meetings in accordance with "Robert's Rules of Order."
2. Submit a printed agenda to the Secretary one week prior to each scheduled meeting.
3. Appoint chairpersons for all DTL Committees (with Board approval).

VICE PRESIDENT

The Vice-President shall:

1. Preside at all meetings in the absence of the President.
2. Be the Membership Chairman in charge of securing Producing and Individual Members for the DTL.

SECRETARY

The Secretary shall:

1. Record the minutes of each meeting and send notices as directed by the President or the Board.
2. Send meeting minutes to Board members by email for review, additions, or corrections within one week of a meeting.
3. Email a notice of meeting and an agenda, as received from the President, one week prior to the meeting.
4. Maintain a hard copy record of minutes and other important information.
5. File a Statement of Information with the California Secretary of State every other year.

TREASURER

The Treasurer shall:

1. Present a written financial report at each Board and Regular Meeting, with copies for each Board member.
2. Collect dues and other monies and promptly deposit them in the DTL bank account.
3. Pay all bills promptly.
4. Be responsible for maintaining the DTL's §501(c)(3) status with all government agencies.

JUDGING COORDINATOR

The Judging Coordinator shall:

1. Assign five judges for each production as requested.
2. Conduct a training meeting for all judges annually.
3. Coordinate with the DTL Stars Awards Committee to assure that the final count of ballots is accurate.
4. Announce the nominees for all awards and distribute prepared nomination certificates to each nominee semifinalist.