

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. Email an agenda to Board members 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 Members.
3. Notify the Judging Coordinator of Members not in good standing.

SECRETARY

The Secretary shall:

1. Record the minutes of all meetings and email a draft to Board members within one week for review and additions/corrections.
2. Email corrected minutes to Board members one week prior to next meeting.
3. Issue notices as directed by the President or the Board.
4. Maintain a hard copy record of minutes and other important DTL information.
5. Email all Members requesting candidates for Special Awards by June 15 of each year.
6. Email invitations to all Members one month prior to and one week prior to the Regular meeting.
7. Timely file a Statement of Information with the California Secretary of State biannually.

TREASURER

The Treasurer shall:

1. Email a financial statement to Board members monthly.
2. Email a monthly bank statement to Board members monthly.
3. Collect and timely deposit monetary receipts in the DTL bank account.
4. Pay all bills promptly.
5. Obtain Board approval of bills in excess of \$250.
6. Timely file appropriate federal and state tax returns with the IRS and the FTB so as to maintain DTL's non-profit status

JUDGING COORDINATOR

The Judging Coordinator shall:

1. Assign five judges to evaluate Member productions as requested.
2. Conduct one-on-one training with new judges.
3. Conduct one-on-one counseling sessions with judges as needed.
4. Timely tabulate ballots and review with the DTL Stars Awards Committee in early July to insure accuracy.
5. Prepare a list of Desert Star Award nominees and recipients prior to August 1 of each year.
6. Issue written guidance to judges 3 times per year.