

Scarborough Theatre Guild

Executive Board of Directors and Officer Positions

President:

- Chair all Executive Board meetings including STG's AGM and any other general or special emergency meetings
- Answer any concerns, complaints or suggestions expressed by our patrons or STG membership.
- be one of the signing authorities on STG cheques.
- authorize all requests for complimentary tickets
- serve on the Board of Playhouse 66 (Theatre Scarborough), or appoint an alternate to serve in this capacity for the season
- serve on all committees struck by the Board.

Vice-president:

- To assist the President as required
- To assume the duties of the President when they are unable to do so

Secretary:

- To take the Minutes at all monthly and special meetings
- To provide typed copies of the Minutes for each member of the Executive as well as a copy for the official files in a timely manner

Treasurer:

- To be responsible for all financial transactions and accounting procedures for STG's operations.
- To prepare and present Financial Reports at monthly Executive meetings.

- To handle accounts receivable, accounts payable, and reconciliations of monthly bank statements, and to enter these, along with Box Office reports, into the STG accounting system.
- To arrange royalty payments for each production.
- To issue payments to production staff.
- To reconcile the Producer's Financial Report of each show.
- To ensure that STG's annual group membership dues are paid to various Arts Organizations as appropriate.
- To prepare a financial statement at the end of the fiscal year reconciling all financial records and to submit it to the auditor for preparation of Canada Revenue Agency (C.R.A.) reporting and formal financial statements.
- To generate a Profit-and-Loss Statement for each show of the season for STG's Annual General Meeting.

Business Manager:

- To communicate with Scarborough Village Theatre Box Office on all matters pertaining to tickets.
- To arrange for contracts to be signed by those who receive honoraria and / or fees-for services.
- To obtain the performance rights for all plays for the upcoming season and to purchase all script supplies.
- To prepare and send audition notices to each Playhouse 66 / Theatre Scarborough Newsletter Editor for inclusion in their respective Newsletters and to the Playhouse 66 / Theatre Scarborough Webmaster.
- To deal with all business matters relating to STG from outside sources.

(NOTE: It is the STG custom, and is highly recommended, that the duties of Treasurer and Business Manager be performed by the same person.)

Membership Secretary:

- To prepare and maintain a list of members along with all pertinent contact information.
- To distribute membership cards and collect payment for membership where necessary.

- To provide contact information to the Newsletter Editor and to those with a legitimate need to contact other members.

Unit Manager:

- To oversee the maintenance of the Unit.
- To ensure that all safety and fire codes are observed and that the space is kept clean.
- To ensure that at the closing strike the Head Carpenter has placed all STG property in its proper location and has left the work room in good order (as specified in the Head Carpenter's Job Description).

Publicity Coordinator:

- To oversee the design, printing and distribution of advertising material such as flyers, posters and press releases.
- To be Administrator of STG pages on Facebook and other electronic media sites.
- To provide the Theatre Scarborough Webmaster with STG information and check that all information on the site is correct and current.
- To create and distribute media releases about each show (at least one per show).
- To co-ordinate purchase of advertising and creation of ads and tracking effectiveness of such ads.

Front of House Coordinator:

- To maintain and update a dynamic list of volunteers that are friendly, flexible and present a professional face of the Guild to our patrons
- Send out one group request for volunteers for each production 4 weeks prior to opening night
- Individually confirm each volunteer's date(s)
- Maintain a file of name cards for each volunteer to wear in their duties lanyard.
- Create a roster with 8 assigned volunteer duties per show

- To encourage flexibility, record and rotate duties through the season so every volunteer has the opportunity to learn each position.
- Maintain a set of duties lanyards for each position that lists pre-show, during show, intermission and post-show responsibilities as well as emergency positions in the theatre.
- Ensure that the fire and safety rules of the theatre are followed.
- Send out individual reminders to each volunteer the week of their show dates.
- Supply all materials for the 50/50 draw. Purchase cases of tickets, prepare show prize certificates, prepare labelled prize envelopes.
- At the end of each run send a thank you to those volunteers who supported the FoH team for the current production. Include a reminder of the next production and when the FoH call will go out.

NOTE: There are benefits if the FoH Coordinator is also the House Manager for each show. They get to know each volunteer by name who in turn get used to consistent routines. They are able to confidently and uniformly deal with any issue that arise. There is a consistent communication with the Stage Manager and Box Office. Our patrons always see a familiar face when they arrive and see someone to offer their feedback. The House Manager gets to know our patrons individual and general preferences.

Community Outreach Coordinator:

- Deliver presentations about STG and our shows to relevant community groups upon request.
- attend relevant community events and recruit volunteers.
- distribute hard copy show flyers to various public/private spaces
- explore ways to enhance the theatre goers' experiences (eg. pre/post show talks, invite community agency guests to final dress rehearsals, fundraisers, dinner discounts at nearby restaurants, other "special events" TBD.
- contribute to e-newsletters as appropriate
- support corporate sponsor(s) exploration

Social Planner:

- Organize food, drink and serving supplies for Opening Night Audience Reception, recruit helpers for set up, serving, and clean up

- Help Plan special events and organize refreshments and people power for the occasion
- Recruit and support Catering Crew, help organize menu, and equipment, dates, times, set up and clean up
- Coordinate Work Social gatherings in consultation with the Board. Prioritize needs, set dates, send out invitations (and bring snacks).
- Send cards, flowers as directed by Executive