

# Rush County Players, Inc.

## Job Descriptions

The purpose of this document is to define duties for committees and for positions not provided for in the By-laws. The Board of Directors shall have the authority to revise and amend these Job Descriptions at any regular Board Meeting, as defined by the By-Laws.

### **Building Trustee**

Reports To: RCP Board of Directors; routine contact is Vice President

Scope of Term: An Ex-Officio member of the Board, with reporting responsibilities, but with no voting privileges. Has one-year term, renewable each August by a quorum of the Board at its regular meeting. Number of terms shall be unlimited and may be successive, but who fills the position is at the sole discretion of the Board.

The Building Trustee shall chair the Building Committee

#### Duties:

1. Day to Day Activities
  - Responsible for routine upkeep of all aspects of the Playhouse facility. Includes basic organization of the building, cleaning of rest rooms and trash removal, and making sure the facility is in good operating condition.
  - Has authority to coordinate the purchase of routine cleaning supplies and normal maintenance items during the course of the month, within prescribed dollar limits as directed by the Board.
  - Communicates with show directors to ensure that, during times of rehearsals, the facility is taken care of by both parties, as a joint effort.
  - Has responsibility to report any serious issues immediately to the Vice President of the Board for quick response and least-cost resolution to the issues.
2. Monthly Activities
  - Perform checklist of inspection items for the building and grounds.
  - Prepare Monthly Building Report for presentation to the Board. The Board shall determine whether the Report is presented in person or via a submitted report.
  - The Monthly Building Report shall consist of follow-up items from the previous report, items requested by the Board the previous month,

status of current projects, results of recent inspections, and new items to report.

3. Seasonal Activities

- Arrange and coordinate various inspections as required by law or as directed by the Board. Routine items may include furnace inspections and filter changes, etc.
- Maintain sidewalks and other areas in safe repair and clear of snow and ice during winter months.
- Coordinate supplies and work lists for Work Days set by the Board.

4. Annual Activities

- The Building Trustee shall prepare a proposed Annual Building Plan for the Board at its June meeting, requesting consideration for funding for the ensuing year. Projects requested in this Annual Building Plan shall be separated into the following categories: (1) Items that are required to be done to keep the facility and grounds safe, in sound repair, and within the building codes. (2) Requested items that would be enhancements to the building or to the operations of RCP. Each item included in the Plan shall be assigned a rough cost estimate and the recommended priority of the project. The Plan shall be a submitted proposal for planning and financial purposes only. The Board shall have final approval of the Annual Building Plan, and such actions will be communicated back to the Building Trustee.
- The Building Trustee shall prepare an Annual Facility Report for the Board for its presentation to its membership at the Annual Meeting in the format requested by the Board. The Annual Facility Report shall become a part of the official records of the Corporation, as documentation that the organization has routinely and responsibly addressed the needs and upkeep of its facilities.

5. Other Items

- The Building Trustee shall perform other relevant duties as assigned by the Board.
- Communications is a vital ingredient in the success of the Building Trustee position. As outlined in the Policies and Procedures, the Vice President of the Board shall be the liaison with the Building Trustee. The Vice President shall relay pertinent information from the Board to the Building Trustee, so that the direction of the Board is clear and able to be carried out.

## Webmaster

Reports To: RCP Board of Directors; routine contact is Vice President

Scope of Term: An Ex-Officio member of the Board, with reporting responsibilities, but with no voting privileges. Has one-year term, renewable each August by a quorum of the Board at its regular meeting. Number of terms shall be unlimited and may be successive, but who fills the position is at the sole discretion of the Board.

The Webmaster is an ex-officio member of the Public Relations Committee.

Duties:

1. Maintain the website with the approval of the Board
2. Check e-mail regularly
3. Keep Submitnet.net account updated (keywords, meta tags, engine guidelines, etc.)
4. Keep track of site statistics
5. Send out mass e-mails announcing auditions and shows
6. Find or create show logos, if not provided by the director
7. Seek out theater related sites with which to be affiliate partners (e.g. customink.com, The Internet Theater Bookshop, etc.)
8. Prepare Quarterly Website Report for presentation to the Board. The Board shall determine whether the Report is presented in person or via a submitted report.
  - The Quarterly Website Report shall consist of site statistics, new web memberships and affiliations, and any other pertinent or out-of-the-ordinary items of interest.
9. Show Specific Activities
  - Work with the directors of shows to ensure the director's duties, as they pertain to the website, are carried out
10. Other Items
  - The Webmaster shall perform other relevant duties as assigned by the Board.
  - Communications is a vital ingredient in the success of the Website. The Vice President of the Board shall be the liaison with the Webmaster. The Vice President shall relay pertinent information, consisting of but not limited to, upcoming auditions, shows, and fundraisers, from the Board to the Webmaster, so that the direction of the Board is clear and able to be carried out.

## Committees

### **Membership Committee**

Shall consist of one (1) board member, who will chair, and two (2) others.

#### Duties:

- Procure new members
- Design & produce membership application
- Maintain database of membership
- Mail membership cards and ticket vouchers
- Mail membership applications to existing, former and prospective members
- Recommend to board membership levels and pricing
- Provide membership/Board list to production staff of current show and Hammy committee

### **Nomination Committee**

Shall consist of first year Board Members and current President.

#### Duties:

- Present Board with a slate of nominees of new board members at the May Board meeting
- President shall contact elected Board members

### **Production Committee**

Shall consist of one (1) Board member (chair) who has experience as a producer and four (4) others.

#### Duties:

- Provide Production Handbook to producer and director of each show
- Initiate possible changes to Production Handbook
- Keep make-up kits stocked and deliver them to production staff of each show
- Maintain costume, prop and furniture rooms
- Inventory costumes, props, furniture and set dressings
- Maintain list of cast and crew of each production and provide to Hammy committee

## **Public Relations Committee**

Shall consist of one (1) board member, webmaster, and two (2) others.

### Duties:

- Act as liaison to Media
- Produce press releases
- Assist Membership Committee with design of Membership Application
- Produce fliers and posters for each production
- Maintain website
- Promote RCP at local festivals, parades and fairs
- Co-ordinate community relations activities (i.e. domestic violence simulations, et. al.)
- Assist Publicity Director of each show

## **Hammy Awards/Annual Meeting Committee**

Shall consist of one Board Member (chair) and four (4) others

### Duties:

- Arrange meeting place and theme of Annual Meeting and Hammy Awards
- Suggest agenda
- Arrange entertainment (if any)
- Produce script and media presentation
- Decide menu and pricing
- Send out invitations
- Set date (must be between August 1 and September 30)
- Provide decorations
- Produce programs
- Suggest new/modified categories

## **Blue Ribbon Committee**

Appointed by current President (secret)

### Duties:

- Attend all shows
- President shall provide ballot indicating award category of each player
- Submit ballots to President after each show

## **Building Committee**

Shall consist of Building Trustee (chair), one (1) Board Member and three (3) others.

Duties:

- Responsible for overall maintenance of building and grounds
- Prioritize replacement/renovation items
- Organize work-days (to be 1<sup>st</sup> Saturday after regular Board Meeting)
- Organize cleaning schedule
- Secure bids for work to be done for presentation to Board
- Establish long term renovation plan

## **Historical Committee**

Shall consist of one (1) Board member (chair) and three (3) others.

Duties:

- Maintain archives
- Provide to webmaster any pertinent information
- Collect from Production Committee cast and crew list, programs and tickets for each show
- Collect all media ads and articles pertaining to RCP
- Take pictures throughout each production
- Produce video of each production
- Attempt to replicate/gather above for previous shows

## **Grant/Fundraising Committee**

Suggested by the Committee Committee to the Board for creation and inclusion into By-laws.