IAW The Ocean Pines Players Constitution and By-Laws, Article II, Section 1: The Board of Directors ("Board") shall consist of not more than seventeen (17) members, comprised of five (5) elected Officers (President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary), nine (9) elected directors, and ex-Officio board members in accordance with Article VII below. The immediate past president shall remain as an ex-Officio board member until the next election is held. All ex-Officio members of the Board shall have the same rights as elected members, including debate, recommending formal motions, and voting.

The following applies:

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| --- | --- | --- | --- |
| **Position** | **Name** | **Term Begins** | **Term Ends** |
| President | Frank Pasqualino | 1 Jan 22 | \*31 Dec 24 |
| Vice President | Joanna Cross | 1 Jan 22 | 31 Dec 24 |
| Treasure | Mary Ellen Chilcoat | 1 Jan 22 | 31 Dec 24 |
| Recording Secretary | Karen McClure | 1 Jan 22 | 31 Dec 24 |
| Corresponding Secretary | VACANT |  |  |
| Ex Officio | Jerry Gietka | 1 Jan 22 | 31 Dec 22 |
| Board Member | Pat Diniar | 1 Jan 22 | 31 Dec 24 |
| Board Member | Ed Guinan | 1 Jan 22 | 31 Dec 24 |
| Board Member | Wayne Klitsch | 1 Jan 22 | 31 Dec 24 |
| Board Member | Dorothy Leslie | 1 Jan 22 | 31 Dec 24 |
| Board Member | Barbara Miller | 1 Jan 22 | 31 Dec 24 |
| Board Member | Patty Jo Moore | 1 Jan 22 | 31 Dec 24 |
| Board Member | VACANT |  |  |
| Board Member | VACANT |  |  |
| Board Member | VACANT |  |  |

\*President cannot serve two consecutive terms

1. **OFFICERS:**

* **PRESIDENT:**

a. Serve as Chairman of the Board and preside at all meetings of the organization.

b. Appoint the chairmen of the Nominating Committee, and any special committees created by majority vote of the Board.

c. Shall have shared authority with the Treasurer and the Vice-President to sign all written contracts and obligations of the organization.

d. Fix the date, hour, and place of the Board and General meetings, subject to approval of the Board.

e. Provide general oversight for all production and non-production activities of the organization. Production activities shall be defined as activities which are administrative in nature, such as: meetings; policy development; duties of officers; budget, etc. Non-production activities are those activities directly related to staging a performance, such as: casting; directing; stage management; lights; sound; and general venue preparation, etc.

f. Authorize board members to register their vote by email on any matter pending before the Board provided that a majority of the full Board register their vote. The only exception to this authority shall be when a member of the Board requests that the matter receive discussion at a regular Board meeting.

* **VICE-PRESIDENT:**

a. Serve as an Ex-Officio member of all committees.

b. Perform the duties of the President in the absence or inability of the President to serve.

c. Serve as parliamentarian to the Board with regard to the requirements of the By-Laws.

d. Appoint a Producer for each play to represent the Organization's financial interest. The Producer shall have responsibility and authority over all non-performance issues and activity.

* **TREASURER:**

a. Be custodian of all funds.

b. Keep an itemized account of all receipts and disbursements and provide a financial report to the Board on a monthly basis, including a statement of expenditures against revenue for each production.

c. Pay bills authorized pursuant to Article IX, Authorization of Expenses.

d. Write and sign checks. In the absence of the Treasurer, checks may be signed by the President or the Vice-President.

e. Close the books at the end of each calendar year and submit them for review by an accounting firm provided that accounting services can be obtained on a pro-Bono basis.

* **RECORDING SECRETARY:**

a. Record the Minutes of the General meetings, and Board meetings.

b. Maintain an electronic archive of the Minutes of all General meetings, and Board meetings.

c. Maintain a "Policy and Procedures File" which reflects up-to-date policy decisions of the board.

* **CORRESPONDING SECRETARY:**

a. Maintain an electronic file of names, mailing addresses, and email addresses of all members and sponsors.

b. Assist with notices of all meetings, auditions, activities, etc.

c. Maintain the organization's stationery supplies.

1. **PROPOSED ORGANIZATIONAL COMMITTEES HEADED BY BOARD MEMBERS (GOVERNORS):**

* **PRODUCTION COMMITTEE**
  + Selects with approval of VP, Producers for each show.
  + Arranges for audition help:
    - People to staff table
    - Assist Producer in scheduling audition space
    - Assist Producer in scheduling rehearsal space
  + Attends initial production meeting for each show
  + Refers Producer’s and Director’s questions and concerns to proper OPP officers or committee chairs.
  + Assists Producer’s in finding designers and crews as necessary
  + In coordination with Tech Support assures production needs are being met.
* **ADMINISTRATION**
  + Participates in monthly meetings of the OPP Board, and any other meetings as called by the President;
  + In coordination with Treasurer, enter new Member, Subscriber, Donor, Volunteer, and Mailing List info into the database.
  + In coordination with Box Office, plus whoever picks up mail from the PO Box, maintain and update the entries for the above.
  + As needed, print reports from the database; this includes:
  + mailing labels for mass mailings (with zip counts);
  + mailing labels for specialized targets (e.g., Donor renewal requests);
  + Member and Subscriber lists for use by Box Office;
  + Donor list for insertion into the playbill;
  + Volunteer Directories;
  + Merged Renewal Requests to existing Donors;
  + Merged Thank-you Letters to new Donors;
  + Merged Renewal Requests to existing Members;
  + Merged Renewal Requests to existing Subscribers;
  + E-mail ready lists of email addresses;
  + Ad-hoc searches / filters for volunteers who have expressed an interest in a specific task.
  + Write (form letter), sign, and send a Thank-you note and a Membership and/or Subscription card to each member and/or subscriber.
  + Print new Membership and Subscription cards as needed.
  + Print/copy new Membership, Subscriber, and Donor forms as needed.
  + Working with the VP Production, tracks the actors and designers for each show, to make sure everyone who is required to become a member has indeed joined.
  + At the Annual Membership Meeting, tracks the number of members for the new season, versus the number present (physically and by proxy) so as to determine whether or not a quorum for the Annual meeting is present.
  + Coordinates the end of season mailing announcing: the Annual Membership Meeting (including date, time, and directions), the slate from the Nominating Committee (plus proxy form), renewal requests as appropriate (based on existing Member, Subscriber, and Donor status).
  + Maintains security of the computer and the OPP database contents.
* **BOX OFFICE**
  + Help establish OPP ticketing system
  + Updates OPP’s reservation and information Phone number
  + Collects on-line and phoned in reservations
  + Recruits Box Office help for performance night; with follow-up reminders
  + Ensures Box office Supplies are stocked; including refreshments
  + Tallies receipts after each performance
  + Coordinates with Treasurer on deposits and seed money
  + Sets up lobby areas; including outdoor signs and sign up sheet
  + Collects mailing list signup information during performances
* **FINANCE COMMITTEE**
  + Planning and conducting an ongoing and dynamic program to seek grant support from all available sources;
  + Writing and submitting grant proposals;
  + Adhering to all reporting and monitoring requirements for grant awards accurately and in a timely manner;
  + Planning and conducting an ongoing and dynamic sponsorship program;
  + Seeking individual donations of funds, as well as in-kind contributions such as free printing, joint ad campaigns, set pieces, etc.;
  + Leading and coordinating all fund-raising activities;
  + In concert with show producers, investigate opportunities for fund raising at events, such as raffles, product placement revenue, co-sponsorship of events, in-house sales of refreshments or other products, hosting vendors, etc.;
  + Understanding and complying with all legal, reporting, and procedural requirements connecting with any fund-raising effort; and
  + Keeping the Board apprised of progress, both through regular monthly reports at Board meetings and by notifying the Board of any potential challenges or obstacles in a timely way.
* **COMMUNITY and EDUCATION (Outreach)**
  + Opening Night Receptions: Meet & Greet Actors.
  + OPEN HOUSE: Photo Cutouts, Costumes for kids, Improvs, Script Readings, PICS FOR News Media, games, prizes. Invite local celebrities.
  + History Week programs (and anything we do for free)
  + Coordinate Classes open to public) eg. movement, acting, singing

WAITING FOR INPUT FROM BARBARA

* **PUBLICITY**
  + Monthly News Letter
  + Web Development
    - Design, Develop, and Maintain OPP Web-site
  + Social Media
    - Design, Develop, and Maintain OPP social media sites
  + Timely advertising/marketing of OPP productions and other activities
  + Playbills and flyers (including graphics)
  + Coordination of distribu­tion of flyers, postcards, season brochures and other publicity material
  + Communications with reviewers, including invitations to press night and press packets
  + Liaison with producers/directors in arranging or obtaining photo­graphs, accurate advertising and playbill copy, and satisfactory graphics for use in reporting or advertising OPP productions
  + Audience building and other revenue-building endeavors (i.e., sponsors, selling ads, etc.)
  + Ensures cast/crew have ‘postcards’ in sufficient time to be mailed with bulk mailing.
  + Ensures all printed material is ready for distribution for OPP Annual Events
  + Archives all reviews, playbills, photos, etc.. for each production
  + Prepares posters for display in lobby
  + Establishes and appoints other individuals or committees to help carry out the above duties.
* **MEMBERSHIP AND VOLUNTEER COMMITTEE**
  + Developing and conducting a coordinated recruitment and management plan for OPP paid membership.
  + Maintaining an up-to-date data base of current paid members that includes their stated volunteer interests, skills, and volunteer status;
  + In close collaboration with the BoD Treasurer, designing and administering an annual program of dues invoicing and collection;
  + Establishing procedures for maintaining efficient communication with the membership that includes designated responsibility for regularly checking the OPP email account, initiating or replying to email communication with the membership, etc;
  + By October each year, presenting to the BoD an annual status report on current membership as well as any plans or recommendations for changes in the plan. This report must include estimates of any expected financial outlays for the coming year;
  + Producing and distributing a regular membership newsletter. Responsibility for this activity may be shared and coordinated with the Marketing and Community Involvement Committee if mutually desirable;
  + If needed by other committees or the BoD, producing mailing labels, sharing phone contact lists, or sending emails to the membership regarding OPP business;
  + Developing and administering an annual program of social events for OPP members, as well as seeking and coordinating ad hoc opportunities for members to meet and interact informally;
  + Assisting other committees as needed in recruiting volunteers, either from the membership or the community at large, to help with OPP activities;
  + In collaboration with show producers, providing the names of all current members/volunteers to be included in playbills or other material;
  + Taking the lead in exploring other membership options down the road, such as graduated levels of membership or a season ticket program.; and
  + Keeping the Board apprised of progress, both through regular monthly reports at Board meetings and by notifying the Board of any potential challenges or obstacles in a timely way.
* **TECH SUPPORT COMMITTEE**
  + **Inventory of physical property**
  + **Maintains equipment**
    - **Lights**
    - **Sound**
    - **Tools**
  + **Advises organization in obtaining State of the Art theatrical resources to meet the needs of OPP.**
* **AD HOC COMMITTEES**
  + **Play Reading Committee**
  + **Play Selection / Season Planning Committee**
  + **Director Selection Committee**
  + **Election Committee**

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| Corresponding Secretary | VACANT |  |  |
| Production | Jerry Gietka | 1 Jan 22 | 31 Dec 22 |
| Administration |  |  |  |
| Box Office |  |  |  |
| Finance | Wayne Klitsch | 1 Jan 22 | 31 Dec 24 |
| Community and Education | Barbara Miller | 1 Jan 22 | 31 Dec 24 |
| Publicity |  |  |  |
| Membership and Volunteer |  |  |  |
| Technical Support | Ed Guinan | 1 Jan 22 | 31 Dec 24 |
| At Large |  |  |  |
| At Large |  |  |  |