

POLICIES AND PROCEDURES

DUTIES OF OFFICERS AND BOARD MEMBERS

The duties of officers and Board members shall be:

A: PRESIDENT

1. Shall preside at all meetings of the Board of Directors and all general membership meetings.
2. Shall appoint such committees as necessary and shall be an ex-officio member of all committees with the exception of the nominating committee.
3. Shall have the authority to negotiate, contract for, or sign any document or instrument on behalf of the Vicksburg Theatre Guild upon the advice and consent of the Board of Directors.

B: PRODUCER, MAIN STAGE (1st VP)

1. Oversee main stage productions, ensuring coordination between main stage Directors and Board of Directors for:
 - a. budget,
 - b. theatre Utilization and clean-up,
 - c. box office,
 - d. costumes,
 - e. make-up,
 - f. marketing (ensure coordination between marketing efforts of Director of Marketing and main stage marketing), and
 - g. set design and construction
2. Shall maintain a schedule of all theatre functions as designated by the Board of Directors.
3. Shall maintain keys to be distributed to Directors as directed by the Board.
4. Shall preside over VTG meetings in the absence of the President.

C: PRODUCER, "GOLD IN THE HILLS" (2nd VP)

1. Shall be responsible for the continuity and quality of the Vicksburg Theatre Guild's production of the melodrama "GOLD IN THE HILLS".
2. Shall recommend to the Board of Directors such committees as needed to administer the operation of "GOLD IN THE HILLS". These committees may consist of:
 - a. Traveling show producer,
 - b. Theatre producer,
 - c. Wardrobe director,
 - d. Set director,
 - e. Lighting director
 - f. Make-up director
 - g. Choreographer
 - h. Music director
 - i. Acting director

j. Casting director

3. These committees should promote an understudy program to assure the continuity of this production.
4. Shall supervise box office activities for all "GOLD IN THE HILLS" productions.

D: DIRECTOR OF MEMBERSHIP (3rd VP)

1. Shall be responsible for organizing the general membership drive and presenting it to the Board at the April Board meeting.
2. Shall work with the Directors of Publicity, Marketing, and Box Office in developing overall Vicksburg Theatre Guild marketing concepts and objectives.
3. Shall maintain the current membership roster.

E: DIRECTOR OF MARKETING (4th VP)

1. Shall be responsible for public relations that generally promote the objectives of the theatre, including:
 - a. Increasing attendance
 - b. Improving the image of theatre in the community
 - c. Developing marketing concepts
 - d. *Print advertising*
 - e. *Radio and television public service announcements*
 - f. *Other media, such as the Chamber of Commerce marquee*
2. Shall work with the Directors of Box Office and Membership in developing overall Vicksburg Theatre Guild marketing concepts and objectives.

F: DIRECTOR OF BOX OFFICE

1. Shall work with the Directors of Marketing, Publicity, and Membership in developing overall Vicksburg Theatre Guild marketing concepts and objectives.
2. Shall supervise box office activities for all mainstage productions.

G: DIRECTOR OF BUILDING AND GROUNDS

1. Shall be responsible for proper maintenance of the public and private areas of the grounds, the exterior, and the interior areas of the Parkside Playhouse.
2. Shall recommend repair and/or replacement of property to the Board of Directors involving expenditures exceeding \$250.00.

H: SECRETARY

1. Shall keep accurate minutes of all Board of Director's meetings and all general membership meetings and distribute these minutes to the Board at Board meetings.
2. Shall prepare and transmit correspondence as requested.

3. Shall prepare and distribute a newsletter to the membership which shall contain notification of annual or special meetings.
4. Shall notify each Board member of meetings.
5. Shall maintain general files of minutes and other governing actions.

I: TREASURER

1. Shall be responsible for the collection and disbursement of all income belonging to the Vicksburg Theatre Guild.
2. Shall make prompt deposit of all monies received to the proper bank account.
3. Shall prepare all checks for expenditures to be countersigned by the President.
4. Shall record all receipts and disbursements on approved accounting forms.
5. Shall present a complete treasury report at each Board meeting. Shall distribute copies of this report to each Board member at each Board meeting.
6. Shall prepare rental contracts subject to Board approval.
7. Shall prepare and publish an annual treasurer's report for distribution at the annual meeting.
8. Shall arrange for the preparation of any State or Federal income tax returns as required.

J: PRODUCER, "FAIRY TALE THEATRE"

1. Shall be responsible for the continued operation of "Fairy Tale Theatre".

K: "YOUTH" MEMBER AT LARGE

1. This position shall be held by any VTG member under the age of 21.
2. The primary responsibility of this position is to represent to the Board the feelings and concerns of our "youth" members.
3. Let it be stated that this position is a fully empowered Board of Direct member and as such attempts to show the concern that the VTG Board of Directors has for its "youth" membership.

L: COSTUME DIRECTOR

1. Shall be in charge of storage, construction, and inventory of all VTG costumes.
2. Shall have ultimate control over requests for costumes.
3. Shall work closely with producers and production directors on costume requirements.
4. Shall delegate responsibilities and duties to committees as needed.

M: ASSOCIATE PRODUCER, MAIN STAGE

1. Shall work closely with producer of Main stage to ensure quality and financial responsibility of production.

N: ASSOCIATE PRODUCER, "GOLD IN THE HILLS"

1. Shall work closely with producer of "Gold in the Hills" to ensure quality, continuity and financial responsibility of the production.

O: ASSISTANT DIRECTOR OF MEMBERSHIP

1. Shall work closely with Director of Membership.

P: ASSISTANT DIRECTOR OF MARKETING

1. Shall work closely with Director of Marketing.

Q: ASSISTANT DIRECTOR OF BOX OFFICE

1. Shall work closely with Director of Box Office.

R: ASSISTANT DIRECTOR BUILDING AND GROUNDS

1. Shall work closely with Director of Building and Grounds to maintain VTG assets and property.
2. Shall be primarily responsible for upkeep and maintenance of shop.

S: ASSOCIATE PRODUCER, "FAIRY TALE THEATRE"

1. Shall work closely with producer of Fairy Tale Theatre to ensure quality, continuity and financial responsibility of Fairy Tale Theatre.

T: ASSISTANT COSTUME DIRECTOR

1. Shall assist Director, Costumes.