

## Executive Committee

### **2011/2012 Committee Chair:**

Angela Hepola, Chairman

### **General Committee Description:**

The Executive Committee is comprised of four elected officers, voted to hold the positions of Chairman of the Board, Vice Chairman, Secretary, and Treasurer. Officers of the Corporation are chosen from among the Directors in office, at the first meeting of the Board of Directors immediately following the Annual Meeting of the membership. All officers have the power to sign checks for the organization. In addition, the Executive Committee includes other positions associated with the management of the organization.

### **Activities/Subcommittee:**

The Executive Committee is comprised of four officers and five other positions. These are:

#### Chairman of the Board

The Chairman shall be the principal representative and spokesperson for the Sterling Playmakers (Corporation). The Chairman shall be the Chief Operating Officer of the Corporation and shall have general and active management of the affairs and property of the organization and shall see that all orders and resolutions of the Board of Directors are carried into effect. S/he shall preside at all meetings of the Board of Directors and the Annual Meeting. The Chairman of the Board has the authority to assist, manage, direct, and supervise show producers as s/he deems necessary or may hand off duties to an Executive Producer to ensure that show producers are aware of and acting in conformance with the "Bylaws" and "Policy, Procedure, and Guidelines." The Chairman sees that the meeting places are booked for all Board Meetings, Annual Meeting, retreats, and Brainstorming Meeting. The Chairman has the ultimate responsibility for obtaining the proper contracts for the use of the schools, community centers, and other buildings for the Corporation's productions and official meetings. S/he then may delegate the scheduling of productions and meetings to a site coordinator. The Chairman's signature (or their designee) should be on the building usage contracts, along with that of a representative of the Sterling Community Center. The Chairman shall have the power to sign checks for the Playmakers. S/he must remain neutral during all Board Meetings' discussions and votes only if there is a need to break a tie. The Chairman is the protector/advocate of the Constitution, Bylaws, & Articles of Incorporation, and MOST IMPORTANTLY the vision/mission of the Sterling Playmakers itself, keeping always in mind the Mission Statement, and the purpose for which this organization was initially formed.

#### Vice Chairman

The Vice Chairman shall have such powers and perform such duties as may be assigned by the Board of Directors or the Chairman. In the absence of the Chairman, the Vice Chairman shall perform the duties and exercise the powers of the Chairman, including the power to sign checks for the Corporation and running monthly Board Meetings. The Vice Chairman will also act as Parliamentarian, responsible for maintaining the general conduct of meetings and following the procedural guidelines set up through Robert's Rules of Order.

The Vice Chairman also acts as Nominating Subcommittee and is responsible for soliciting candidates for the Board of Directors, compiles candidate's statements for publication in the monthly newsletter, prepare ballots for the Annual Meeting, and conduct the election of officers and counting of votes.

The Vice Chairman also acts as the Executive Producer and will provide primary oversight of each production to assure that each show continues to meet the Sterling Playmakers overall goals and policies of the organization. With an emphasis on supporting each show's producer, the Executive Producer will monitor the working relationships between the show staff and help to resolve any conflicts or problems between event personnel on an immediate basis. The Executive Producer should train and support each show's producer and assists, manages, directs, and supervises show producers as necessary to ensure that they are aware of and are acting in conformance with the "Bylaws" and "Policy, Procedure, and Guidelines" and all other organizational policies and procedures, and that they adhere to product contracts and agreements. The Executive Producer is in charge of keeping and updating the Playmakers'

first aid kit and assigns it to the show producer. The Executive Producer or assigned designate is also responsible for updating the "Producers Handbook" on a regular basis and makes sure a copy is available to each show producers.

#### Secretary

The Secretary takes and maintains the minutes of all meetings of the Board of Directors, and shall take and maintain the minutes of the Annual Meeting. The Secretary shall present all minutes as recorded, for approval by the Board and the members as appropriate. The Secretary shall be responsible for giving or causing to be given, such notice of all meetings of the Board of Directors and any other meetings as may be required by the Bylaws, and shall maintain the records of the Corporation and the membership rolls as well as minutes, notes, and handouts from meetings and keeps a current Board Call List available. The Secretary shall keep attendance records of all meetings of the Board of Directors, and conduct the correspondence of the Sterling Playmakers as directed by the Board. As an officer of the Board, the Secretary must supply backup support to the Chairman as needed, i.e. fill in for the chair if Chairman or Vice Chairman or Treasurer cannot attend a meeting. The Secretary shall have the power to sign checks for the organization. The Secretary shall perform such other duties as may be assigned by the Board of Directors or the Chairman of the Board.

The Secretary also acts as Archivist and is responsible for maintaining the Corporation Notebook, which contains all materials handed out at Board Meetings such as agendas, minutes, budgets, Treasurer's reports and other reports as well as current membership lists and copies of the monthly newsletter. Also in the notebook should be copies of all management records and corporation papers, documents for 501(c)(3) status, Constitution, Bylaws, Articles of Corporation and other legal documents of Sterling Playmakers

#### Treasurer

The Treasurer shall have custody of the Corporation's funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Sterling Playmakers. Duties of the Treasurer, include (but are not limited to) the following: signing checks for the organization and paying bills depositing all money in the name and to the credit of the Corporation; balancing the checkbook and reconciling statements monthly; giving monthly reports at Board Meetings and annual reports at the Annual Meetings; maintaining savings account; printing and distributing check request forms, deposit slips and budget forms to members as needed; and storing all check requests and deposits as permanent records. The Treasurer or other designated officer shall write all production checks approved by the producer, work with the producer of each show regarding the monetary aspects of the production and track each show's financials and giving reports to producers; preparing final reports on each show; tracking financials on Playmakers merchandise; tracking financials on Playmakers trips; preparing information for tax forms; keeping records of all assets and their depreciation; and maintaining a supply of checks and deposit slips. The Treasurer shall maintain any petty cash fund. The Treasurer will have the books audited or a financial review executed by an independent auditor once a year.

The Treasurer also acts as the Box Office Manager and is responsible for keeping a cash box with \$200 float of small bills for making change; preparing/ordering tickets for shows; preparing all forms for box office reports; sending out comp tickets for each show to county personnel; and maintaining box office notebook with sample forms and information.

The Treasurer acts as Document Storage Manager and is responsible for keeping a designated number of copies of flyers, programs, newsletters and other such printed materials for auditing purposes as well as for grants and other corporate applications.

## Season Development Committee

### **2011/2012 Committee Co-Chairs:**

Kathy Bleutge and Terry DiMurro

### **General Committee Description:**

The Season Development Committee provides services to the organization to collect and collate information to assist the Board in the selection of each season's program, as well as to identify personnel to support those productions (directors/producers/musicians). Note that this committee does not include outreach activities outside of the Playmakers regular performance schedule (e.g., Swordplayers, Traveling Troupe). The Season Development Committee also ensures that the Playmakers has facilities in which to conduct rehearsals and performances, library, and music resources, and documents all seasonal productions for historical reasons.

### **Activities/Subcommittees:**

The Season Development Committee is comprised of six subcommittees or representatives. These are:

#### Play Selection Subcommittee

The Play Selection Subcommittee is responsible for providing input to the Board on productions to be considered for future seasons. This input will be provided to the Board no later than the February Board meeting each year. This committee will develop and implement a process to solicit input from the general membership, as well as supply the Board with a minimum standard set of information on suggested productions. The actual selection of shows for the upcoming season is made by the Board. The Play Selection Subcommittee will also maintain an ongoing list of productions put on by the group.

#### Director Selection Subcommittee

The Director Selection Subcommittee is responsible for the periodic review of the set of criteria for the selection of directors, as well as the process to publicize director openings and criteria, and make recommendations to the Board for any changes. This subcommittee prepares the director application form following the selection of the upcoming season. Any changes to criteria and process must be approved by the Board. This subcommittee may also consider the development of a Director's Handbook, to accompany the Producer's Handbook already in use by production staff.

#### Facility Reservation Representative

The Facility Reservation Representative works closely with the producers and directors of each production in the Sterling Playmakers season to schedule auditions, rehearsals and performances at the various county facilities including, but not limited to: Sterling Community Center, Sterling Middle School, Senior Center at Cascades, Potomac Falls High School and River Bend Middle School. The representative secures the LCPRCS Facility Use Contracts, fills out all the necessary information, attaches the dates and times requested, and obtains the signatures required by both LCPRCS and the principals for use of the schools; or the proper signature for the use of the Senior Center at Cascades. S/he receives and keeps on file the original copy of all contracts, and makes copies for the producers and directors of each production. The Facility Reservation Representative also acts as the contact person on the contract if the representative from the school or county facility requires further information, needs to change any dates, or has any other problems with the facilities' use by the Playmakers. The representative acts as a liaison between each production's staff and the facility, and should be the only person who does any scheduling in order to prevent double-booking.

#### Historian(s)

The Historian is responsible for archiving programs, flyers, newsletters and other Playmakers printed materials as well as maintaining a scrapbook of photos and media coverage of Sterling Playmakers events. The Historian will supply information on the history of the organization to the IT Committee/Webmaster to establish and maintain an electronic archive of production information. This position may be supplemented by a videographer, responsible for documenting Playmakers rehearsals, social and outreach activities, and productions via videotape.

### Librarian(s)

The Librarian compiles, maintains, and stores previously purchased scripts for future director's review, and for use by the membership (e.g., play reading group). The Librarian maintains a listing of all available scripts and script resources and distributes this listing periodically to the Board.

### Music Subcommittee

The Music Subcommittee is responsible for all resources related to having live music during any Playmakers production. This includes, but is not limited to, identifying and maintaining music archives and a database of musicians. It also includes identifying the need to purchase or rent music properties, such as music stands, stand lights, and instruments. The storage and maintenance of such properties then falls under purview of the technical committee. The music subcommittee also acts as a resource to work with each production's music director to assist as needed.

## **Technical Committee**

### **2011/2012 Committee Co-Chairs:**

Bill Fry and Scott Ruegg

### **General Committee Description:**

The Technical Committee shall be responsible for all the technical aspects of the organization which includes all productions and other Playmaker supported/sponsored activities. It shall control all equipment and set pieces purchased or built by the organization. It shall also store all non-consumable supplies which get passed down between shows such as make-up, costumes, props, and the first aid kit. The Technical Committee will acquire and maintain environmentally controlled storage for all material sensitive to heat and humidity. It shall also have the authority to discard material deemed unsafe or not suitable for storage.

Its responsibilities include:

- Inventory, storage and maintenance of all light & sound equipment.
- Inventory, storage and maintenance of costumes.
- Inventory and storage of set pieces.
- Inventory, storage and maintenance of makeup.
- Inventory and storage of props between productions.
- Maintenance of all storage facilities.
- Assist show technical directors and producers in meeting their technical needs.
- Maintain and store the audition supply box.
- Maintain and store the house supplies between productions.
- Track value of major items owned by the Playmakers.

### **Subcommittees:**

The Technical Committee is comprised of seven subcommittees or representatives. These are:

#### Audition Supplies Manager

The Audition Supplies Manager stores the audition box with supplies and gives it to each producer prior to auditions. The Audition Supplies Manager will prepare the audition numbers. The producer is responsible for supplying the membership forms, mission statement, current season listing, and returning the box to the Audition Supplies Manager in a timely manner.

#### Costumes Manager

The Costumes Manager is responsible for organizing, cataloging and maintaining all costumes and costume pieces. The Costumes Manager assists the costume designer for each production to determine what inventory is available. The Costumes Manager also oversees the costume rental program, including rates, deposits, inventory, and return. The costumes designer or renter for each production is responsible for returning all costumes clean and any damage repaired.

#### House Supplies/Displays Manager

The House Supplies Manager is responsible for maintaining and storing the house supply boxes and the house displays between productions. The House Supplies Manager also advises each production's house manager on proper procedures. The production house manager shall be responsible for updating the displays with current and past production information.

#### Lights/Sound Manager

The Light/Sound Manager shall maintain an inventory of all light and sound equipment owned by the Playmakers. The Light/Sound Manager shall assist the current productions technical director to determine what equipment is available. The Light/Sound Manager shall perform maintenance and repairs on the equipment as needed.

#### Make-up Manager

The Make-up Manager is responsible for maintaining and storing the make-up kit between productions.

#### Props Manager

The Props Manager shall maintain an inventory of all props owned by the Playmakers. The Props Manager shall assist the current productions props manager to determine what inventory is available and to advise on proper maintenance and storage of show props.

#### Sets Manager

The Set Manager shall maintain an inventory of all set pieces owned by the Playmakers. The Set Manager shall assist the current productions technical director to determine what inventory is available.

### **Publicity Committee**

#### **2011/2012 Committee Chair:**

Angela Hepola

#### **General Committee Description:**

The Publicity Committee's primary mission is to ensure that both individuals and companies know that the Playmakers exist through utilizing print advertising and through networking opportunities to get the word out, not only about Playmakers shows, but also about the organization. The Publicity Committee's goal is to use various types of promotional venues to promote the Sterling Playmakers and widen the organization's membership and audience base.

Its responsibilities include:

- Provide support and guidance to each production's PR manager on overall publicity and bulk mails.
- Provide support and guidance to each production's PR manager on paid advertising plans and acts as liaison between each production's PR manager and local advertisers to place paid ads.
- Work with the IT Committee to utilize current e-mail and mailing address database to inform members and those interested in the Playmakers group about current activities.
- Seek economically favorable opportunities for advertising shows on an annual basis.
- Locate organizations to expand community networking to increase awareness and support.
- Develop a season brochure to advertise the season, as well as season ticket packages.
- Develop Sterling Playmakers business cards.

#### Advertising Subcommittee

The Advertising Subcommittee is responsible for creating favorable contacts with the newspapers and has templates and pricing structures in place that can be provided to each show's producer / PR manager to assist them in determining how much advertising they would like to do, in which papers, and the cost associated with the advertising. The subcommittee builds and fosters a relationship with the newspapers and acts as liaison between each show's PR manager and the newspapers. The subcommittee will receive the specific show ads and work directly with the newspapers to place the ad so that the contacts at the papers are working with the same person(s) most of the time.

### Bulk Mailing Manager

The Bulk Mailing Manager is the Corporation's representative with the Post Office. S/he is responsible for keeping paperwork and fees updated and reports back to the Board of Directors with any complaints, comments, or changes in procedure. The manager may direct others on the proper procedures for mailings or may assist with the mailings.

### Public Relations (PR) Subcommittee

The Public Relations Subcommittee is responsible for maintaining and updating the Publicity Standard Operating Procedures notebook, the storage box, and the publicity file of all media contacts and makes it available for each individual show publicity manager. The Public Relations Subcommittee Chairman acts as publicity manager for any event not covered. The subcommittee makes sure the website is updated and current and notifies the website manager of updates to the website on a regular basis, cultivates and attracts new contacts within the various media outlets, and advises each production's publicity manager on proper procedures. The subcommittee Chairman works with each show's producer or other contact to ensure the accuracy of posters, fliers, show programs and event programs are makes sure all necessary information is included. In addition, the subcommittee will seek ways to heighten the public's awareness of the Sterling Playmakers. Ideally these methods would be inexpensive but reach a large number of people.

### Telephone Hotline Representative

The Telephone Hotline Representative updates and maintains the Playmakers' phone line, which consist of one voice mail message and a menu for various other mailboxes. S/he work closely with the publicity person for each show, and keeps the various mailbox messages up to date. The mailboxes need to be checked on a frequent basis, especially in the final weeks before a show opens or when auditions are schedules. Any messages requiring further attention are written down and either returns the call or forwards the information to the appropriate person. Finally, the telephone manager receives the phone bill each month and either pays the invoice and is reimbursed by the Treasurer or forwards the bill to the Treasurer for payment.

## **Outreach Committee**

### **2011/2012 Committee Co-Chairs:**

Joe Campanella and Barbara Gillen

### **General Committee Description:**

The Outreach Committee is responsible for providing Playmakers services to the community at large, establishing relationships with the community (e.g., Girl/Boy Scouts, senior centers), providing entertainment for community events (e.g., SterlingFest), and coordinating the efforts of the Playmakers public events that are not part of the regular season.

### **Activities/Subcommittees:**

The Outreach Committee is comprised of six subcommittees or representatives. These are:

#### Chamber of Commerce Subcommittee

The Chamber of Commerce Subcommittee's purpose is to provide representation of the Playmakers to the Loudoun County Chamber of Commerce, an organization dedicated to publicizing and enhancing the operations of small businesses and community organizations in Loudoun. The Chamber of Commerce consists of 1,300+ Businesses and organizations and Playmakers membership provides a wide degree of exposure, as well as cultivates business relationships to enhance the organization's current and future operations.

### Community Relations Subcommittee

The Community Relations Subcommittee coordinates opportunities for the Playmakers to assist various local events, nonprofit organizations, and Loudoun County Parks, Recreation, and Community Services (LCPRCS) events that need or request the Playmakers technical assistance, performances, etc. The Community Relations Manager heads this committee, and coordinates the Playmakers participation in these events with the Board of Directors, as well as the producers, directors, and publicity managers of current shows.

### SterlingFest Subcommittee

SterlingFest is an annual festival held on the grounds of the Sterling Community Center on the Saturday of Columbus Day Weekend, and is cosponsored by the LCPRCS' Sterling Community Center and The Sterling Foundation. The Playmakers receive a percentage of the total profit from each year's festival in which the Sterling Playmakers participates. A representative of the committee attends all SterlingFest meetings, books all entertainment, arranges for sound equipment for each stage, arranges the set up of the portable stage, and schedules the manpower to set up and run said equipment on the day of the event. The SterlingFest Representative, with an assistant, supervises the stages on SterlingFest Day, ensuring the smooth running of each. The SterlingFest Representative, or the assistant, also ensures that the organization has a publicity/outreach table at the festival to promote the Playmakers upcoming events.

### Sterling Community Center Subcommittee

The Sterling Community Center Subcommittee is responsible for communication between the Playmakers and the SCC Advisory Board. Due to the Playmakers' frequent use and support of the Sterling Community Center, the SCC Liaison attends meetings of the Sterling Community Center Advisory Board, and reports back to the Playmakers Board any activities and events in which the Sterling Playmakers may wish to participate. The Liaison keeps the Board informed of any changes or new requirements involved in the use of the community center facility.

### Swordplayers Board Representative

The Sterling Swordplayers Board Representative communicates the activities of the Swordplayers troupe in community activities, special events, and paid performances to the Board. S/he presents to the Board the Swordplayers annual budget, and information on events planning and other needs of the troupe.

### Traveling Troupe Producer

The Traveling Troupe Producer coordinates communicates the activities of the Troupe in community activities, special events, and paid performances to the Board. S/he presents to the Board information on events planning and other needs of the troupe.

## **Membership Committee**

### **2011/2012 Committee Chair:**

Kim Fry

### **General Committee Description:**

The Membership Committee basically includes those things associated with the organization's members: annual membership, monthly newsletter, annual donor program (in conjunction with Ways and Means), and on-going social activities.

### **Activities/Subcommittee:**

The Membership Committee is comprised of three subcommittees or representatives. These are:

#### Membership Subcommittee

It is the responsibility of the Membership Subcommittee to revise membership form as needed, solicit membership renewals, publicize membership availability, check cast and crew of all productions for memberships, maintain the data base and provide mailing labels for monthly newsletter as well as show flyers (including bulk mailing list of non-members).

### Newsletter Subcommittee

It is the responsibility of the Newsletter Subcommittee to publish the organization's monthly newsletter following the monthly Board of Directors Meeting each month in order to disseminate organizational information discussed at the Board meetings to the general membership. Processing the newsletter includes the writing, editing, printing and distribution of the newsletter.

### Social Subcommittee

It is the responsibility of the Social Subcommittee to basically plan the Annual Holiday Party and the Annual Summer Picnic. The Social Subcommittee may also plan additional outings and activities based on the membership's interest. Past examples of this include overnight trips (i.e. London and New York City theatre trips) and day trips (i.e. trips to professional theatre, movie night, trip to Charles Town, bowling excursion, etc.).

## **Information Technology Committee**

### **2011/2012 Committee Co-Chairs:**

Steve Schrader and Jerri Wiseman

### **General Committee Description:**

The Information Technology (IT) Committee complements and enhances the mission of the Sterling Playmakers through the use of computers and the Internet. The IT Committee's mission is to establish and maintain computer and Internet tools to augment access to information for the public; increase public interaction and involvement; enhance, simplify, and increase purchasing, donations, and membership processing; and manage organizational data.

Its responsibilities include:

- Maintaining the Playmakers website, as well as coordinating web hosting services, including working with providers and purchasing services (Webmaster).
- Maintaining the Playmakers email lists and distributing broadcast emails to the membership and to the general email list (Email Manager).
- Working closely with producers, directors (including the Swordplayers and Traveling Troupe), and other Playmakers committees (e.g. newsletter, membership) to ensure that the website is up to date with the details of the performance season and individual performances (Publicity Committee).
- Tracking all Playmakers activities and updating the website accordingly (Publicity Committee).
- Managing the online ticketing and season ticketing process as part of the box office staff.
- Managing the online donations process.
- Managing the online membership process in conjunction with the Membership Committee.

### **Subcommittees:**

The IT Committee is comprised of five subcommittees or representatives. These are:

#### Email Management Subcommittee

The Email Management Subcommittee and Email Manager are responsible for maintaining email addresses for the membership, and revising the list based on the membership list and email returns and updates received. The revised Playmakers email list is distributed to the Board on a regular basis.

#### Online Membership Subcommittee

The Online Membership Subcommittee is dedicated to improving the Playmakers membership process to allow new members to join the Playmakers via an easy to use online application. Membership dues will be able to be posted via the same PayPal service currently in use for online ticketing. This service will also allow current members to renew their membership online as well if they are not involved in any current production. This subcommittee will work closely with the Membership Committee to report new memberships, and in the future may be streamlined to allow direct updating of the membership database.

#### Online Ticketing Subcommittee

The Online Ticketing Subcommittee is responsible for developing and implementing online ticketing for all Playmaker productions. The subcommittee will work with individual show producers to implement specific ticketing requirements (e.g., group purchases, reserved seating). The subcommittee will develop and implement a process for the purchase of season tickets online. The subcommittee will also report to the Board on any billing disputes and work to resolve these situations in an expedient manner.

#### Online Donor Subcommittee

The Online Donor Subcommittee is responsible for working in cooperation with the Donor Subcommittee to allow members and non-members to contribute donations to the Playmakers via the website.

#### Website Subcommittee

The Website Subcommittee and Webmaster are responsible for maintaining the Sterling Playmakers website by updating information regarding current and future productions, social events, and other related activities (e.g., meetings, trips, and news items). This subcommittee also checks, responds to, and forwards emails from the website address to the appropriate person or group for action. The Webmaster acts as a liaison to the web hosting company for technical support and billing questions.

### **Ways and Means Committee**

#### **2011/2012 Committee Co-Chairs:**

April Bridgeman and Chris Gray

#### **General Committee Description:**

The Ways and Means Committee, with the approval of the Board of Directors, is responsible for initiating, developing, planning, and supervising funding campaigns for the Corporation, other than the regular season productions' income. The committee solicits donations and funding for shows, projects, and events from individuals, businesses, and such other organizations and institutions to support the projects and the purposes of the Sterling Playmakers in accordance with 501(c)(3). The co-chairmen maintain agreements with funding sources and report to the Board on all funding activities.

#### **Activities/Subcommittees:**

The Ways and Means committee is comprised of three subcommittees or representatives. These are:

#### Donor Program Manager

The Donor Program Manager shall implement the donor program as approved by the Board of Directors. The manager shall advertise the program to solicit donations, process and record all donations, generate thank you letters from information obtained from the Membership Chairman and the Treasurer, prepare listings for each show's playbill, send complimentary tickets when appropriate and issue donation certificates from the Playmakers to charitable organizations as approved by the Board.

#### Grants Subcommittee

The Grants Subcommittee is responsible for identifying and investigating appropriate grant programs, preparing grant applications for the approval of the Board of Directors, and maintaining records of all grants for which the organization has applied.

#### Building Subcommittee

The Building Subcommittee is responsible for the building search initiative. Responsibilities include physical facility criteria development, fiscal criteria development, gathering and monitoring market intelligence, commercial real estate agent management, property reviews and site visits, and identifying potential finance vehicles for presentation to the Board of Directors