

SLCT DUTIES OF BOARD OFFICERS and other important SLCT positions - January 2021 revisions

PRESIDENT **(elected position per Bylaws)**

- Serves as the Chief Executive of the SLCT Corporation under Arizona law. On behalf of SLCT, the President signs all documents for contracts, deeds, mortgages, and any other legal instruments needed by the organization. The President temporarily may assign in writing this legal signing duty for specific documents to another Board officer, as stated in our Bylaws.
- Oversees and coordinates the duties of other Board members and all SLCT committees.
- Schedules the monthly Board and General Meetings and any Special Meetings.
- Presides at the monthly Board, General and Special Meetings.
- Helps formulate the SLCT Budget for each fiscal year in cooperation with the TREASURER and assists in making its presentation to the Board of Directors for approval.
- Is the “face of the organization” representing SLCT to the greater Sun Lakes community.

VICE PRESIDENT **(elected position per Bylaws)**

- Performs the duties of the President in the absence of the president. Assumes the duties of the President in the event of the incapacitation, resignation, or removal from office of the President.
- ELECTIONS: Recruits candidates for upcoming open Board position(s) and conducts the yearly election each March.
- SCHEDULING SHOWS: Schedules the locations and dates of future SLCT theater productions 1-2 years in advance.
- MEMBERSHIP: As a senior elected official, works with the Membership Chair maintain a current list of paid members and contact those in arrears to urge them to continue membership by paying their dues, or moves them from the master list to “inactive” if they choose not to continue.

SECRETARY **(elected position per Bylaws)**

- Prepares and distributes the MINUTES of the Board of Directors’ meetings. After Board approval at the next Board meeting, transmits the approved MINUTES to be posted on the SLCT website.
- Prepares and distributes the MINUTES of the General Membership meetings. After Board approval, transmits the MINUTES to be posted on the SLCT website.
- THE ASIDES: Arranges for a mass email to inform the membership of the monthly submission deadlines for *The Asides* articles; then works with the Editor to proofread articles for accuracy before publication.

TREASURER (elected position)
with help of the Assistant Treasurer (appointed position)

- Formulates the SLCT Budget for each fiscal year with assistance of the President.
- Receivables: Collect funds for membership dues, donations, fundraisers, grants, etc., and deposit said funds into our SLCT bank account.
- Payments: Upon receipt of ongoing bills or orders, such for storage facilities, insurance, etc., to pay them from the SLCT account.
- Balance the checking account each month and deliver a monthly report to the Board.
- Maintain an electronic database of all SLCT transactions.
- Deliver an annual financial report to the Board and to the General Membership.
- At the request of each Director, negotiate the license to perform the given play and to pay the Ownership company the royalties for the rights and scripts (to own or to lease).
- After each play is completed, works with the Director to prepare the final financial report for that play and presents it to the Board.
- File legal corporate forms with the IRS annually.
- Check information annually with the AZ Corporation Commission to be sure SLCT is “up-to-date” and to pay any required fees.

PROGRAMS, EDUCATION & EVENTS CHAIR
(appointed Board position)

- Plans programs and activities for all SLCT meetings, socials, holiday and year-end parties.
- Schedules speakers and entertainment for all SLCT meetings and events.
- Works with the PUBLICITY CHAIR to publicize meetings and events.
- Supervises the “set-up” of the venue, including arrangement of chairs and tables, obtaining & arranging the decorations, creating centerpieces, etc. for each event.
- Assists the HOSPITALITY committee in contacting members about events.
- Plans SLCT’s presence at the 3 fall OPEN HOUSES at SLCC, Cottonwood, and Oakwood.

PUBLICITY CHAIR
(appointed Board position)

- Supervises publicity for all SLCT events: plays, special events, and activities in the print media, on flyers, on 4x4s, and on electronic media to transmit information to the public.
- Maintains an up-to-date file of all area “contacts” with their positions within their organizations, phone numbers, email addresses and pertinent resource data about them and their organizations.
- Writes and designs promotional articles and materials for SLCT shows and events.
- Coordinates with the SLCT Ticket Master with all matters related to promoting ticket sales, both printed tickets and when sold on our website.
- Takes a lead role in disseminating posters, 4x4s, and any other printed materials.

- Coordinates the placement of road signs one month before a production and retrieval the day after the end of the show.
- Helps promote SLCT activities performed outside Sun Lakes, such as The Children’s Theatre (“Horton”) in the Chandler Public Schools, etc.

TECH TEAM LIAISON
(appointed Board position)

- Serves as the technical resource person to the various Directors as they produce shows.
- Supervises as the Board liaison to all the technical crew members of SLCT. Assists in the production aspects of shows to provide technical assistance for sets, lights, and sound.
- Serves as Board liaison to the other backstage personnel, such as stage manager, props, makeup, costumes, etc. in order to facilitate a smooth production.
- Resource person for possible new technical equipment and/or supplies and prepares proposals regarding bids and prospective purchases. After approval by the Board of Directors, is then authorized to follow through with these purchases, and to arrange the payment for the equipment and/or supplies and their delivery to SLCT.

MEMBERSHIP CHAIR
(appointed Board position)

- Takes an active role in recruiting new SLCT members by outreach through emails, attending community meetings, recruiting at SLCT events, etc.

FUND-RAISING COMMITTEE CHAIR
(appointed Board position)

- Develop the goals, plans and directions for fundraising with help of a committee.
- Develop a schedule of objectives and tentative dates for future fund-raising.
- Assemble a list of prospective donors and sponsors to be contacted and then follow the plan to contact them.
- GRANTS: Works with the TREASURER to apply for GRANTS, both Arizona (ACA) and corporate grants and other prospective opportunities.
- Report results to the Board of Directors on a quarterly basis.

WEBMASTER

- Membership: Maintains a current list of paid SLCT members and works with the Vice President to contact those in arrears to urge them to pay their dues and maintain their SLCT membership, or if not, to move them to an “inactive” status. Sends updated membership lists to members when changes are made in memberships.
- Updates the www.slctinfo.com webpage with information about upcoming shows.

- Updates the SLCT telephone recorded message when needed.
- Ticketmaster for online and/or paper tickets for shows. Before shows, sells tickets directly to customers at various Sun Lakes clubhouses. Monitors ticket sales and reports the ongoing results to the play Director and the Board of Directors.

EDITOR of The Asides - the monthly membership newsletter

- Collects and publishes articles pertinent to SLCT's activities.
- Electronically distributes *The Asides* monthly to all SLCT members.

CHILDRENS THEATRE DIRECTOR

- Plans, rehearses and presents Children's Theatre to local Chandler Elementary schools between January and March of each school year.

PLAY READING COMMITTEE CHAIR

- With help of the Play-reading Committee, evaluates possible new plays for SLCT to perform and makes recommendations to the Board of Directors.

HOSPITALITY CHAIR

- Calls SLCT members urging them to attend General Membership Meetings.
- Assists Programs Chair to decorate and prepare for General Membership Meetings.

SOCIAL MEDIA CHAIR & ARCHIVES

- Maintains a SLCT presence and posts consistent updates on social media, such as on our SLCT Facebook page, on Next Door, etc.
- Maintains files of past SLCT activities and pictures.
- Supervises the Sunshine Committee – letters of sympathy, etc.