

## **Section 1: Duties and Responsibilities**

### **President:**

1. Be a member of the Organization.
2. Be the chief administrator and spokesperson of the Organization.
  - a. The President may delegate other spokespersons on behalf of the Organization.
3. Assist with review and amendment of the bylaws on an annual basis.
4. Be an ex-officio, voting member of all committees of the Organization.
5. Prepare an agenda for all General Meetings. The President must chair or appoint a designate to chair any meetings.
6. Chair the Annual General Meetings and General Meetings (or a portion thereof) or appoint a designate to chair these meetings (or a portion thereof).
7. Prepare a written report at least two weeks prior to each Annual General Meeting, and submit this report to the Secretary.
8. Call Annual General Meetings and General Meetings of the Organization.
9. Prepare a written agenda to be distributed at least two weeks prior, when possible, to each General Meeting of the Organization.
10. Sign all contracts, cheques and official documents of the Organization.

The President may also approve signing authority to show producers to sign contracts.
11. Examine and either approve or reject any contracts between the Organization and the Media, after consulting with the Board where possible.
12. The President is a non-voting position. In the matter of a deadlock, the President shall cast a vote.
13. Prepare and submit a written message for show programs.

14. Prepare and deliver speech at show receptions.

The President may delegate other spokespersons on behalf of the Organization.

15. Be a member in good standing of the Organization.

16. Be elected to serve a three (3) year term.

17. Verify all processed cheques, contracts and official documents of the Organization.

18. Uphold the dignity of the Organization and always keep matters concerning the affairs of the Organization confidential.

**Vice-President:**

1. Be a member of the Organization.
2. Assist with the review and amendment of the bylaws on an annual basis.
3. In the absence of the President, assume all the duties in the interim (see President).
4. Prepare a written report at least two weeks prior to each Annual General Meeting.
5. Be a member in good standing of the Organization.
6. Be elected to serve a three (3) year term.
7. Call an election as soon as possible when the position of President becomes vacant.
8. Have the authority to sign cheques on behalf of the Organization.
9. Uphold the dignity of the Organization and always keep matter concerning the affairs of the Organization confidential.
10. Be a non-voting member. In absence of the President, the Vice-President will assume the role of President (see President).

**Secretary:**

1. Be a member of the Organization.
2. Assist with the review and amendment of the bylaws and regulations on an annual basis.
3. Prepare documents and receive correspondence on behalf of the Organization.
4. Be responsible for keeping minutes of all Annual General Meetings and General Meetings. Minutes and any related documents are distributed to the Board Members and are available to the membership upon request.
5. Prepare a written report at least two weeks prior to each Annual General Meeting.
6. Have the authority to sign cheques on behalf of the Organization.
7. Provide copies of the written agenda, prepared by the President, for all Board Members and Members, upon the arrival of any Annual General Meeting and General Meeting.
8. Be a member in good standing of the Organization.
9. Be elected to serve a three (3) year term.
10. Create and maintain an accurate database of membership information, to be updated before each production so the show program shows the most up to date donor information.
11. Uphold the dignity of the Organization and always keep matters concerning the affairs of the Organization confidential.

**Treasurer:**

1. Be a member in good standing.
2. Assist with the review and amendment of the bylaws and regulations on an annual basis.
3. Maintain the financial records of the Organization and ensure proper accounting for all receipts and disbursements.
4. Keep a continuous record of all dues, payments and other assessments.
5. Prepare a written report at least two weeks prior to each Annual General Meeting, and submit this report to the Secretary.
6. Ensure that all monies received are deposited at a financial institution approved by the Board on behalf of the membership.
7. Ensure that all bills authorized for payment by the membership or Board are paid.
8. Prepare a financial statement at least two weeks prior to each annual General Meeting of the Organization, describing transactions since the last meeting, and submit the report to the Board.
9. Prepare a financial report for every General Meeting.
10. Ensure that the Organization's financial statements are audited and that these audited financial statements are available to the membership at the Annual General Meeting.
11. With the President, Vice-President or Secretary, sign all cheques issued by the Organization.
12. Ensure signing authority of the Organization's bank accounts is transferred as necessary.
13. Be responsible for preparing the Organization's draft budget for discussion and approval by the membership at the Annual General Meeting.
14. Be elected to serve a three (3) year term.

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15. Be a member in good standing of the Organization.
16. Uphold the dignity of the Organization and always keep matters concerning the affairs of the Organization confidential.

**Past President:**

1. Be a member of the Organization.
2. Assist with the review and amendment of the bylaws and regulations on an annual basis.
3. Be a member in good standing of the Organization.
4. May serve a one (1) year term.
5. Act as coach, advisor and counselor to the Organization and assigned committees.
6. Responsible for ensuring the fiscal responsibility of the committee(s) to which the position is assigned.
7. Conduct transition meetings with successor.
8. Perform any other duties as assigned by the Board.
9. Provide direction and leadership to maintain and increase membership.
10. Act as a support and mentor to President.
11. Uphold the dignity of the Organization and always keep matters concerning the affairs of the Organization confidential.

**Members-At-Large:**

1. Be a member of the Organization.
2. Assist with the review and amendment of the bylaws and regulations on an annual basis.
3. Maintain a network of volunteers capable of providing assistance during productions.
4. Be a member in good standing of the Organization.
5. Be elected to serve a two (2) year term.
6. Able to chair assigned committee(s).
7. Provide a written report at least two weeks prior to each Annual General Meeting, and submit this report to the Secretary.
8. Uphold the dignity of the Organization and always keep matter concerning the affairs of the Organization confidential.



## **Section 2: Committees**

Any submission that involves the creation of a new standing committee must include the proposed structure of the new committee, including who will chair the committee, how the members are to be selected for the committee, the duties of the committee, who reports on behalf of the committee, the purpose of this committee and any background material supporting the creation of the new committee.

The Organization can extend an offer to the membership to join a committee.

The standing committees for the Organization shall be:

1. Bylaws
2. Marketing
3. Nomination
4. Publicity
5. Show Selection
6. Wardrobe and Property Management

### **Bylaws Committee:**

1. Be chaired by the President, or designate, who shall appoint a member of the committee to records minutes of the Bylaw Committee.
2. Consist of the President and/or at least one member-at-large.
3. All committee members must serve a minimum of one (1) year.
4. Shall review bylaws when a committee meeting is called.

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5. Meetings shall be used to create or amend bylaws.
6. Use *The Constitution Act, 1982*, *The Saskatchewan Human Rights Code, 2018*, and *The Non-profit Corporations Act, 1995* as a reference and guide when creating or amending bylaws.
7. Report to the Board at General Meetings through the President or designate.

**Marketing Committee:**

1. Be Chaired by the President, or designate, who shall appoint a member of the committee to record minutes of the Marketing Committee.
2. Consist of the President and/or at least one member-at-large.
3. All committee members must serve a minimum of one (1) year.
4. Marketing the Regina Lyric Musical Theatre brand.
5. Marketing, fundraising and awareness of events and campaigns as appropriate.
6. Attracting corporate sponsorships, personal donations, membership and other.
7. Monitoring and reviewing all marketing initiatives.
8. Sponsor and donor recognition.
9. Work with the Publicity Committee.
10. Strategic messaging.
11. Meetings shall be called at least once per production.
12. Manage the corporate sponsorship document and make amendments as necessary at the end of each fiscal year in advance of the upcoming season.

**Nomination Committee:**

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1. Be Chaired by the President, who shall appoint a member of the committee to record minutes of the Nomination Committee.
  - a. If the President's term is up for an election, the President must designate a new chair until after the election and/or Annual General Meeting.
2. The President must sit on the Nomination Committee.
3. All committee members must serve a minimum of one (1) year.
4. Actively seek out possible candidates to fill vacant positions within the Board.
5. Review candidates' qualifications and ensure successful candidates reflect the purpose and values of the organization.

**Publicity Committee:**

1. Be Chaired by the President or designate, who shall appoint a member of the committee to record minutes of the Publicity Committee.
2. Consist of the President and/or at least one member-at-large.
3. All committee members must serve a minimum of one (1) year.
4. Work with the Marketing Committee.
5. Write RLMT press release(s) appropriate to specific targets.
6. Create a publicity database listing all organizations contacted, form of contact, and the date of contact. Will include contact information for all organizations. This database may change from year to year. Some contacts may remain the same.
7. Manage advertising in the media as directed by the Board and/or Marketing Committee.
8. Follow budget guidelines.

9. Provide information to the webmaster(s) so they can create and post on RLMT web page(s). This also includes:
  - a) Facebook
  - b) Instagram
  - c) Twitter

**Show Selection Committee:**

1. Be Chaired by the President or designate, who shall appoint a member of the committee to record minutes of the Show Selection Committee.
2. Consist of the President and/or at least one member-at-large.
3. All committee members must serve a minimum of one (1) year.
4. Create a list of possible musical or show ideas and present them to the Board for review and approval.

**Wardrobe and Property Management Committee:**

1. Be Chaired by the President or designate, who shall appoint a member of the committee to record minutes of the Wardrobe and Property Management Committee.
2. Consist of the President and/or at least one member-at-large.
3. All committee members must serve a minimum of one (1) year.
4. Create and maintain an ongoing list of inventory and/or rentals.
5. Maintain rental fees as required.