

HOUSE MANAGER

(House Manager)

This position is appointed by the Board. Refer to 4.4.1.3 of the By Laws

The House Manager will coordinate and maintain communication with those individuals, committees or groups which function for the physical and financial benefit of the organization. Examples include but are not limited to: Artistic Manager, Volunteer Coordinator, General Manager, Treasurer, and Stage Manager of each production; including visiting organizations or individuals. The goal is to consistently maintain a safe and clean facility throughout the season.

JUDGING - SEE AWARDS COORDINATOR

JUDGING COMMITTEE

(Artistic Manager/Awards Coordinator)

Chairperson: Helgard Deuel

Purpose: Selection of judges for each season, collecting judge's packets, recording judges input, advising judges, creating member ballot, counting ballots, creating trophies.

Partners: Secretary
Banquet Committee
Box Office Committee
ACT Rep

KEYS

(General Manager)

Keys to main door, office, and annex are kept in lock boxes located near the box office window, in the mail closet, and the annex. These boxes can be opened using codes which the General Manager will maintain. Individuals wishing to have keys to keep must request them from the General Manager who will in turn poll the opinion of the Board before assigning keys. No copies of any keys should be made without the authorization of the General Manager.

LENDING AGREEMENT see Production Packet Appendix XII

LIGHTING DESIGNER see PRODUCTION PACKET

MEETINGS

(President)

Typically, held the third Sunday of each month at 6:30 p.m. in Escondido. President can ask Board to alter the schedule. Year's meeting schedule should be posted on the website. See bylaws 2.2.4 & 2.2.5

President will determine agenda items and run the meeting. Typical agenda should follow Robert's Rules of Order. See Appendix IX

MEMBERSHIP

(Secretary, Treasurer)

Membership in the Patio Playhouse will be given for various levels of donations. The following are current levels of donations and type of membership available.

\$ 25	Supporting	Vote for Board of Directors, Vote for awards, Mailing Newsletter,
\$ 50	Patron	Supporting plus one complimentary pass
\$ 100	Sponsor	Supporting plus two complimentary passes
\$ 250	Sustaining	Sponsor plus one set of season tickets
\$ 500	Benefactor	Sponsor plus two sets of season tickets
\$1000	Producer	Benefactor plus ¼ page ad

Multiple members living in the same household may receive separate ballots if their membership level breaks down to at least \$25 per ballot received at that address. Membership information should be included in the season brochure, all programs and all newsletters.

The secretary should maintain, or arrange for someone to maintain, a record of members, their membership levels, and address on the computer. Membership is not prorated and runs from July 1 to June 30 each year. Membership requests received after March 1 will be applied to the following year.

MEMBERSHIP GALA

(Artistic Manager, 2nd Vice President)

In the month of June the regular Sunday Board meeting will be replaced by a Membership Gala to be held in the late afternoon of the 3rd or 4th Saturday. The purpose of this Gala will be to elect new officers and to inform the members of the new season. Brochures, membership cards and season tickets/vouchers will be available. Ideally, short scenes from each production will be presented and light refreshments served.

MEMBERSHIP/VOLUNTEER COORDINATOR

(Treasurer)

Shall be responsible for Membership/Volunteer information. Refer to section 4.14.1 of the bylaws.

The Membership/Volunteer Coordinator shall be responsible for keeping the volunteer data base up to date, advise of the availability of volunteers for specific tasks and shall be responsible for encouraging membership and active participation in the functions of Patio; and for passing applications for membership to the Treasurer. The treasurer will collect and process the funds involved, record the membership information and return the information to the Membership/Volunteer Coordinator for processing again. The records of the Membership/Volunteer Coordinator and those of the Treasurer will act as a check and balance to maintain the accuracy of the current membership/volunteer list.

The Membership/Volunteer Coordinator shall be responsible for presenting a slate of 10 to 30 potential Advisory Board Members for Board approval at the first Board meeting following the election.

NEWSLETTER

(Public Relations Coordinator)

The newsletter should be created electronically and made available via the postal service and through our website www.patioplayhouse.org to anyone expressing any interest in Patio Playhouse. It is intended to give current, interesting and pertinent information to the membership and others on the mailing list regarding Patio playhouse activities, plans, status and meeting times and locations. It is best if it is sent two or three weeks before auditions so that audition information can be included and avoid additional mailing expenses. Each member of the Board of Directors and/or their committees should be solicited for material to be included in the newsletter.

OFFICE COMMITTEE

(Secretary/House Manager)

Chairperson: Gretchen Pili

Purpose: Maintain appearance and function of the office area. Maintain and organize filing cabinets including archives, scripts, insurance info, audition forms, contracts, business license, computer equipment and supplies, desk supplies. Clean and organize all office cabinets and drawers at least three times a year. Of special concern duct tape for

restroom doors, card stock for creating tickets, scotch tape, writing implements, printer ink cartridges, DOD badges and the like.

Partners: Box Office Committee
 Backstage Committee

PERFORMANCES - see PRODUCTION PACKET

PHOTO CALL see PRODUCTION PACKET

PLAY READING COMMITTEE

(Artistic Manager)

Chairperson: Brian Weissman

Purpose: Assist Artistic Manager and Patio Board of Directors with the selection of each season's shows. Criteria and process to be determined by Artistic Manager and selections approved by Patio Board of Directors. Ideally the season should be determined by early October so that season can be approved by the Board in October, dates determined and rights procured in early April, brochure created in May and season presented to membership in June. Typically patrons will be allowed to give input to committees' list of possible season selections.

Partners: Publicity Committee
 Office Committee