

C. COMMITTEES

Most committees are headed by a Board member. All committees of the organization ultimately report to the Board. They are staffed by the general membership, as appointed by the Board member in charge, or by the President if there is no Board member in charge.

1. Programs Board member in charge

This committee is in charge of planning the general membership meetings, dinners, parties, and special events for SLCT.

2. Education Board member in charge

This committee is in charge of the educational aspects of the organization. It provides training for theatre members in any and all aspects of theater, such as: beginning, intermediate, and advanced acting, improvisation, directing, technical theatre, etc.

3. Sunshine Board member in charge (usually the Secretary)

This committee (or person) is in charge of acknowledging members who are in ill health, had surgery, or other life-altering events.

4. Website, Technology, and Data Management

This committee (or person) is in charge of the organization's website, computer activities, and all social media outlets for the organization.

5. Budget and Finance Board member in charge

This committee is in charge of the overseeing and reviewing of the financial practices and documents of the organization.

6. Ticketing Committee

This committee is in charge of ticket sales and administration for all events and productions of SLCT and is in charge of on-line ticket sales and all that process entails. This committee works with the directors of

productions to ensure that ticketing is conducted as advertised and that all monies are properly accounted for and that all customer issues are addressed. This committee is usually under the direction of a Ticket Chairman.

7. Publicity Board member in charge

This committee is in charge of publicity for all events and productions of SLCT. The committee works with director of each production to ensure that publicity is produced for maximum effectiveness. The committee is also in charge of publicizing and promoting activities of SLCT outside of the Sun Lakes community.

8. Mentor Program

SLCT's mentor program works on member retention. The duties of the Mentors are as follows:

A mentor will act as an advisor to the new member assigned to him or her. The mentor makes certain that the new member knows about meetings, parties and events of SLCT. The mentor will help the new member become aware of areas where they can contribute to mainstage shows: both backstage or onstage. The mentor will guide the new member towards areas of expressed interest and, overall, help the new member become involved in the club. Mentors work with the new member for the first year of membership. The goal of the Mentor Program is to retain membership and ensure the viability of our organization.

9. Hospitality Committee

The Hospitality Committee is comprised of a Chairman and committee members as selected by the Chairman.

The duties include:

-) Reminder phone calls to all members, both new and old, will be made by the committee prior to the August Cool Down social, all parties and events, and all meetings. The phone calls will apprise**

members about these meetings and events and will encourage them to attend. The chairman will provide the members of the committee with calling lists based on the SLCT Directory and will coordinate the phone calls.

-) A New Member Social/Coffee will be held in the fall, after the general membership drive is over or after Open Houses have concluded.**
-) A Welcome table or tables will be set up and maintained by members of the committee at each monthly meeting. Membership applications will be available at the table(s).The committee will hand out name tags, greet new and old members and, in general, make everyone feel involved and welcomed.**

10. Play Reading Committee

The Play Reading Committee is headed by a Chairman who is selected from among the committee members. The Committee itself is comprised of between 7 to 9 members from the general membership. Board members cannot be on this committee. The committee may or may not have a Board Liaison. The Board Liaison does not have voting privileges.

The purpose of the committee is to read and review scripts that are submitted by Directors or Assistant Directors and to decide if they are viable and worthwhile for production by SLCT.

See *Play Reading Committee Policies and Process* elsewhere on the website for further information.

11. Grants and Donors Committee

The Grants and Donors Committee is under the direction of a Chairman who is a member of the Board or one who is selected from

the general membership of SLCT and will have the following duties and responsibilities:

-) Research and identify potential government, private, and corporate grantors whose funding interests are compatible with SLCT's goals and needs.**
-) Prioritize lists of grant-making organizations and private or corporate-giving foundations according to funding opportunities and applicable deadlines.**
-) Prepare and submit all requirements of the grant applications, including supplying all requested organizational or financial information, and follow all required steps in the application process. If requested, submit a letter of intent or inquiry prior to submitting a formal application.**
-) Research and identify potential private individuals, foundations, or corporate donors whose funding interests are compatible with SLCT's goals and needs.**
-) Identify and use the potential donors' preferred method of contact (*online, phone, in person*) to initiate a funding request, and supply any requested SLCT information.**
-) Prepare all forms and supply all required information that would be used for accountability purposes following the receipt of a funding award.**

12. Ad hoc Committees

These are committees that may be established as necessary by the Board of Directors to address specific issues and events and then are disbanded.