**Responsibilities of Committees**

**2018-2019**

**Marketing**

1. To advertise and place the following posters, commercials, banners, etc.
2. To promote CPLC at other festivals, events, etc. (Red Rose Festival, Boo Fun Fest, etc.)
3. To write and maintain the Rosie Spotlight quarter newsletter. (Quarterly: September 1st, December 1st, March 1st, June1st)
4. To have a monthly meeting (can be an electronic meeting) preferably after the Board Meeting to discuss what needs to happen and any new business that needs to be discussed at the next Board Meeting.
5. To have new business sheets turned in one week before the coming board meeting, even if it is turned in as an n/a.
6. To help advertise in areas of the county.

**Membership**

1. To promote, gain, and retain more membership and sponsors by July 15th.
2. Nominate the executive board, and new board member slate and then to be approved by the membership at the Annual Meeting.
3. To prepare and carry out the Annual Meeting and Rosie’s Awards.
4. To have a monthly meeting (can be an electronic meeting) preferably after the Board Meeting to discuss what needs to happen and any new business that needs to be discussed at the next Board Meeting.
5. To have new business sheets turned in one week before the coming board meeting, even if it is turned in as an n/a.
6. To help build membership in areas of the county.

**Play Selection**

1. To select a slate for the following season productions and to submit to board for approval, by December meeting at the latest. ( New 3 week summer show, and competition piece, separate from Season) Evaluate the past season and promote growth through plays.
2. To interview and submit a list of the directors for the season productions to the board for approval.
3. To prepare and carry out the Annual Reveal Party.
4. To have a monthly meeting (can be an electronic meeting) preferably after the Board Meeting to discuss what needs to happen and any new business that needs to be discussed at the next Board Meeting.
5. To have new business sheets turned in one week before the coming board meeting, even if it is turned in as an n/a.
6. To help select stage managers, production managers, music directors, musicians, etc if needed.
7. Work with finance to develop a projected budget for the upcoming season.

**Finance**

1. To help find, prepare, and assist with fundraisers.
2. To help with, find, and prepare with grants.
3. To start working on how to be a self-sufficient playhouse. ( I.E. the city grant is smaller? Purchase a building.)
4. To help with financial records and report if needed.
5. To have a monthly meeting (can be an electronic meeting) preferably after the Board Meeting to discuss what needs to happen and any new business that needs to be discussed at the next Board Meeting.
6. To have new business sheets turned in one week before the coming board meeting, even if it is turned in as an n/a.

**Lobby**

1. To decorate the lobby for each performance.
2. To make sure the restrooms (stocked) (if not clean report to Barr Street Staff) and the house are clean and presentable.
3. To help with box office and will call for all performances.
4. To have a monthly meeting (can be an electronic meeting) preferably after the Board Meeting to discuss what needs to happen and any new business that needs to be discussed at the next Board Meeting.
5. To have new business sheets turned in one week before the coming board meeting, even if it is turned in as an n/a.
6. To train volunteers in ushering, ticket taking, etc. To make sure all volunteers have signed waivers.

**Education**

1. To Develop and help assist with a 3 week day camp for the summer performance.
2. To develop and help with assisting with school shows, and workshops
3. To help with developing programs throughout the year of educating all ages about theatre.
4. To have a monthly meeting (can be an electronic meeting) preferably after the Board Meeting to discuss what needs to happen and any new business that needs to be discussed at the next Board Meeting.
5. To have new business sheets turned in one week before the coming board meeting, even if it is turned in as an n/a.
6. To help promote theatre to the younger generation