



## AGM Positions up for Board Of Directors 2024

### Executive positions (2 year term):

#### ***Chair:***

- The Chair shall be charged with the general management and supervision of the affairs and operations of Theatre Kent in conjunction with the Executive Committee.
- The Chair, when present, presides at all meetings of the Members, the Board of Directors and the Executive Committee.
- Member of every sub-committee, though not obligated to attend every sub-committee meeting.

#### ***Vice Chair Finance:***

- The Vice Chair Finance will have the care and custody of all of the funds of the Corporation and will deposit the same in the name of Theatre Kent in such Bank as the Board of Directors may direct.
- Will keep, or cause to be kept, the requisite books of account, accounting records and a monthly report to the Board of Directors, or as designated.
- Will oversee the preparation and presentation of a financial statement for the Annual General Meeting.

### Directors (2 year term):

#### ***Training and Education Director:***

- Determine what subjects or skills the membership would like to learn about in workshops.
- Research and choose instructors for the workshop.
- Provide information about training opportunities with other theatres and professional organizations.
- Provide training opportunities for all members including teens and youth.

#### ***Technical Director:***

- Act as technical reference for productions.
- In charge of the Theatre Kent Building, through the Building Manager and reports building related items at monthly Board Meetings.
- In charge of scheduling the Theatre Kent Building, through the Building Manager.
- Responsible for maintaining the conditions within any rental space whether long term or short, including storage space, rehearsal space and to a limited degree the performance space.



**Interim Positions (1 year remaining):**

***Vice Chair Production:***

- Establish and oversee a script reading committee.
- With the reading committee's assistance, search and read scripts for future consideration.
- Advertise for season script submissions and directors.
- Organizing a completed season playbill for consideration and approval.
- Attend at least one production meeting for each production.
- Being the liaison between the board and production committees.

***Publicity Chair:***

- Create and send out regular newsletters highlighting upcoming activities and events as well as recognizing ones that have recently occurred.
- Post information on TK's social media sites.
- Review publicity materials submitted by TK committees advertising upcoming events.
- Monitoring archives and delegating its maintenance when necessary.

If interested in any of the above positions, or would like more information, please contact us at [theatrekent@gmail.com](mailto:theatrekent@gmail.com)! Please submit nominations no later than August 14th, 2024. The full slate of nominees will be shared shortly after that date.

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Jen McMonnies will remain for one more year as your Vice Chair Administration to fulfill her 2 year term. As well, Tony Erdelyi will move into his new position as Past Chair following the conclusion of the 2024 AGM and the election of our new Chair.