



AGM Positions up for Board Of Directors 2025

Executive positions:

Chair: (Currently in middle of 2-year term)

- 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: (Currently in middle of 2-year term)

- 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.

Vice Chair Production: (Up for election this year)

- 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.

Vice Chair Administration: (Up for election this year)

- Produce and distribute Agenda for all meetings, keeping a copy in a file on the TK Drive
- Record and distribute Minutes for all meetings, keeping a copy in a file on the TK Drive
- Check Theatre Kent's email account regularly and forward emails to the required board members for further follow up
- Send out cards and flowers to Theatre Kent members for special occasions
- Keep Theatre Kent records and files organized within the board's drive
- Chair The Social/Fundraising Committee for social and fundraising events. Keeping the meeting minutes in a labeled folder on the TK Drive. Provide the Publicity Chair of any notifications to be shared with our members.



Directors:

Publicity Chair: (Up for election this year)

- 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.

Training and Education Director: (Vacant for 1 year interim position - Currently in middle of 2-year term)

- 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: (Currently in middle of 2-year term)

- 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.

If interested in any of the above positions, or would like more information, please contact us at theatrekent@gmail.com! Please submit nominations no later than August 5th, 2025. The full slate of nominees will be shared shortly after that date.

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