

FHS Theatre Boosters Board Responsibilities

President

- Set Agendas and conduct Board, as well as General, meetings
- Coordinate with Director with regard to any and all booster/department business (i.e. calendar, events, shows, etc....)
- Be primary line of communication between Director and booster members and theatre parents
- Overseeing all Boosters business by delegation of tasks/jobs and to make sure said tasks/jobs are completed in a timely manner as needed/desired by the Director

Secretary

- Take charge of the new incoming booster memberships. Create and maintain up-to-date roster of new/returning booster members and see to it that items included with membership get to member
- Work with President to maintain Google Email acct., including checking email and forwarding to appropriate Board members as needed.
- Coordinate phone lists and start phone chain to Theatre Parents to encourage attendance at important events and meetings. (May be a duty that can be shifted to the Social Coordinator, if needed)

At Meetings:

- Make list of all meeting attendees and their contact info, and announce whether quorum is present as needed for voting.
- take detailed notes during each Board and General meeting; transcribe and distribute minutes within 5 days, as per the by-laws. If Secretary cannot be present at a meeting, assign substitute to take notes.

Treasurer

- Maintain Boosters checking and PayPal accounts. Keep balance up to date
- Maintain annual budget. Budget should be split into line items (not just broad categories like "Publicity". Itemize for Yard Signs, Poster printing, etc.)
- handle member reimbursements, pay bills, etc.
- handle insurance needs for Camps, etc
- Keep track of all tax information and file all tax forms in a timely manner
- Deposit funds within 5 days of receipt
- Manage money from Concessions, Raffle etc. during shows. If not present at show, assign other Booster member to be responsible for collecting and counting money. Make sure Concessions has \$200 small bills to start each sale. Keep track of Boosters cash boxes.

Vice President - Fundraising

Fundraising is our primary source of income. This includes Drama Camp, Concessions Sales (including flowers and candy grams), and Raffle. Each of these activities will ideally have their own Coordinator/Committees who may need to attend Board Meetings during which their area of responsibility is being discussed.

- Concessions Coordinator - sales will occur during each night of both shows. VP should work with the Concessions Coordinator/Committee to implement the logistics of collecting and selling concessions.
- Raffle Coordinator - raffle off themed baskets during run of performances; at festival booths; back to school nights, etc. See separate section on Raffle for more details.

- Mr. D's Dance nights - where he will teach a dance class and proceeds, except for honorarium, go to Boosters. We will handle registration via website or Ticketleap.
- Broadway Behind the Curtain - main organizing done by Erich and guest Actor. Will need to set up TicketLeap page, manage registration numbers, and check-in customers on day of event.
- Drama Camp Coordinator - form committee to implement the logistics of camp to include number of stations, craft or costume ideas, budget etc. Work with Director concerning student obligations
- work with Publicity to ensure flyer distribution to Elementary and Middle schools.
- see Drama Camp folder for more specifics.

Publicity

- Handle local signage to publicize events to local community. This has included, but is not limited to, yard signs and 5 A-frame boards.
- Must file permit application with City of Fairfax for specific days that A-frames are to be put out. Work with Director for yard sign ordering etc....
- Ensure A-frames are painted by student Publicity team, and are ready for display by dates needed.
- Posters are designed by Director with help from graphic designer. Posters are distributed on "Postering Day", which should take place about 1 month prior to show opening.
- Set up Sign Up Genius for Postering Day students and parent drivers. Compile list of businesses to be approached (see current list).
- Create and implement the business sponsorship program to possibly be used in lieu of ads, distributed in conjunction with postering day.
- Write and distribute Press Releases to local newspapers, online venues, social media, etc....
- Make copies and distribute flyers for Drama Camp to area elementary and middle schools. See Drama Camp folder for list of schools. Work with VP and Drama Camp Coordinator/Committee to ensure contact is made with schools at least 6 weeks before camp to confirm numbers of copies needed. Please see president for some specific guidelines on schools.
- help student Marketing and Publicity team to implement their ideas, and help come up with new ideas if they are stumped.

Boosters Social/ Volunteer Coordinator

- Organize one Happy Hour-type event per semester at local restaurant where Boosters pays for some portion of food or beverages. coordinate date, time, and arrangements with vendor.
- Come up with a Volunteer check-in system for events, so participation can be tracked for organization and information purposes.
- Help create committees as needed for specific jobs or events (i.e. Drama Camp, Raffle etc...)
- Organize tech days and tech week meals for cast and crew
- Set up Sign Up Genius as needed

Design Coordinator

- Conceptualize theme and decorations for lobby, with approval and coordination from Director. Create committee needed to set up and take down lobby decor before and after every show.

- Cappies night events. Come up with theme for decor, securing location and decorating it. Create committee to help with logistics and implementation of the Cappies event as a whole. Arrange for food to be served and cleaned up. Provide all necessary supplies for each Cappies judge and mentors. Also, send out SignUp as needed for help.

Website maintenance

- currently done by Director and his admin assistant. Student/ FXPlayers page done by student publicity rep.
- social media (Facebook, Twitter, Instagram) currently maintained by student rep, with guidance from Erich

Scholarship

See Scholarship policy file for details. We offer 2 scholarships per year of \$1000 each to 1 tech student and 1 performing student. Need 5 Boosters judges to administer interview portion and tally applicant points during May.