



**The Farmington Players
Board of Directors Matrix**
Email - theboard@farmingtonplayers.org

PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER
<i>Jason Wilhoite</i>	<i>Cynthia Tupper</i>	<i>Frank Markus</i>	<i>Mary Ann Tweedie</i>
CORE RESPONSIBILITIES			
Conduct meetings of the Board of Directors and membership meetings Conduct general operations for the organization as directed by the Board of Directors Maintain and manage The Barn Calendar. File Michigan Annual Report File federal income tax forms Building Rental Contact Donation Letters Manage Farmington Hills relationship and serve as point of contact Fundraising efforts Manage royalties for productions Appoint all standing and special committee chairpersons. (Subject to approval of the Board of Directors)	Act in capacity of President when the President is absent or unable to act. Executive Producer for the all shows Communicate and monitor production timeline Conduct pre and post production meetings including budget audit with Treasurer.	Take minutes at all Board and membership meetings Publication of the monthly newsletter	Maintain budget and provide written report of transactions at all Board and membership meetings. Oversee the execution of Audit. Draft checks and invoices for the payment of money. Checks must be signed by two of the following officers: President, Vice-President, or Treasurer.
COMMITTEE RESPONSIBILITIES			
Past Presidents - Jason Wilhoite Grant Writing - Vacant Fundraising - Vacant <input type="checkbox"/> president@farmingtonplayers.org	Costumes - Cynthia Tupper & Anne Craft Lights - Keith Janoch & Frank Ginis Make-up & Hair - TBD Props - Laurel Stroud Rigging - Tim Timmer Set Dressing - Maggie Gilkes Set Construction - Tim Timmer Sound - Keith Firstenberg	Newsletter - Frank Markus <input type="checkbox"/> newsletter@farmingtonplayers.org	Box Office/Tickets - Mary Ann Tweede Audit - TBD



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DIR. OF COMMUNICATION & EDUCATION	DIRECTOR OF MARKETING	DIRECTOR OF MEMBERSHIP	DIRECTOR OF BUILDING
<i>Laurel Stroud</i>	<i>David Reinke</i>	<i>Nancy Cooper</i>	<i>Muarenn Mansfield</i>
CORE RESPONSIBILITIES			
Manage outgoing member communications	Manage publicity and marketing efforts as it relates to each production.	Manage membership applications and provide list of candidates at Board Meetings for approval.	Manage all building maintenance and upkeep.
COMMITTEE RESPONSIBILITIES			
Playreading - Mike Smith Historian - Ann Carlson Casting - Terie Spencer & Tong Targan CTAM - Terie Spencer AACT - Terie Spencer & Amy Lauter Playwriting - Mike Smith & Erin Osgood	Playbill - Marilyn Zerlak Advertising - Tim Timmer & Anne Craft Pubilcity - Barry Cutler Signs - Brian Tupper Special Media - Tony Targan & Amy Lauter Website - Jason Wilhoite <input type="checkbox"/> marketing@farmingtonplayers.org	Membership - Joan Boufford Ushers - TBD Workshops - The Board Hospitality - Jared Kovacs & Laurel Stroud Concessions - TBD 50/50 - Dave Reinke	Building & Grounds - Terry Zerlak Art & Environment - Cynthia Tupper House - Maureen Mansfield