



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

PRESIDENT <i>Cynthia Tupper</i>	VICE PRESIDENT <i>Kristi Schwartz</i>	SECRETARY <i>Tony Targan</i>	TREASURER <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 - Grant Writing - Vacant Fundraising - Vacant <input type="checkbox"/> president@farmingtonplayers.org	Costumes - Cynthia Tupper & Anne Craft Lights - Frank Ginis Make-up & Hair - TBD Props - Laurel Stroud Rigging - Tim Timmer Set Dressing - Maggie Gilkes Set Construction - Tim Timmer Sound - Eric Nogas FPAT - Tim Timmer and Maureen Mansfield	Newsletter - Tony Targan Playwriting (Barn Scribes)- Mike Smith & Erin Osgood <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 HOUSE
<i>Eric Nogas</i>	<i>Dave Reinke</i>	<i>Amy Poirier</i>	<i>Tim Timmer</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 - Historian - Ann Carlson Casting - CTAM - Teri Spencer AACT - Terie Spencer	Playbill - Marilyn Zerlak Advertising - Dave Reinke Graphic Design - Amy Lauter, Marilyn Zerlak Marketing & Puplicity - Barry Cutler, Dave Reinke and Tony Targan Signs - Brian Tupper Social Media - Dave Reinke Website - Jason Wilhoite, Ansley Barnard <input checked="" type="checkbox"/> marketing@farmingtonplayers.org	Membership - Donna Pelon Ushers - Bob Hotchkiss Workshops - The Board Hospitality - The Board Concessions - Anne Craft 50/50 - Dave Reinke membership@farmingtonplayers.org	Building & Grounds - Art & Environment - Cynthia Tupper House -