**Executive Committee and Management Committee Information Sheet**

**Table of Contents:**

**1) Roles and Responsibilities of Executive and Management Committee Members…………………PAGE 1-5**

**2) Election Procedures…………………………………………………………………………………………………………….PAGE 5-6**

1. **Executive List and Duties**

The executive committee shall be comprised of three (3) elected officers. These include a President, Secretary, and Treasurer.

*The President shall:*

* Oversee the operations, management and success of the group
* Be the spokesperson for the group
* Hold signing officer authority along with the Treasurer for financial purposes
* Preside over board meetings as well as general meetings
* Ensure transition of office to the future Executives

Additional responsibilities may include:

* Selects productions.
* Selects show directors.
* Approves proposed musical theatre events.

*The Vice-President shall:*

* Assume duties of the President in his/her absence
* Oversee the various committees
* Ensure that all the activities of the club meet regulations and policies of the University of Toronto
* Coordinate organizational recruitment efforts

Additional responsibilities may include:

Working with the President to:

* Select productions.
* Select show directors.
* Approve proposed musical theatre events.

*The Secretary shall:*

* Make a list of all registered members
* Maintain the web sites and member contact list
* Record notes and motions for meetings
* Notify all members of meetings
* Handle official correspondence of the organization

Additional responsibilities may include:

* Posting cast list after auditions.

*The Treasurer shall:*

* Record all financial transactions of the group
* Hold signing officer authority along with the President for financial purposes
* Maintain a budget of income and expenses along with receipts
* Advise members on financial position of the group
* Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

* Develops budget (approval by board) for entire production/event, including at least the following categories: performance fees, theater rent, theater labor, publicity, programs, music, costumes, set construction supplies and construction expenses, fundraising expenses.
* Secures rights to production selected by board of directors and ensures all involved in production are made aware of those rights.
* Develops and maintains overall event/production schedules in collaboration with the President, Vice President and show director.
* Arranges rehearsal space, audition space.
* May designate Assistant Producers and delegate any portion of these responsibilities as appropriate.
* Secures performance space for production.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority. The UTM Musical Theatre club has a Management Committee to help organize and run events and productions as well as an Election Committee to help run elections.

Management Committee of the UTM Musical Theatre Club:

\*May consist of associate members, especially where experience and skills will contribute to the success of the group.

*The President of the Management Committee of the UTM Musical Theatre Club shall:*

* Oversee the operations, management and success of the Management Committee of the UTM Musical Theatre Club.
* Be the spokesperson for the Management Committee.
* Work with executive board to select members for management positions.
* Act as advisor to the Executive Board.

Additional responsibilities may include:

* Advising in the selecting of productions.
* Advising in the selecting of show directors.
* Proposing and advising in the planning of musical theatre events.
* Advising Financially.

Preferred Experience:

* High amount of experience putting on musical theatre, preferably in a variety of roles and positions including financial management of a theatre company.

*The Director of Development shall:*

* Organizes fundraising activities for the club in accordance with the financial plan determined by the Treasurer. The Secretary of the club provides e-mail support for such activities.
* Selects a fundraising crew when appropriate. Designates individuals to be responsible for specific fundraising activities.

*The Marketing Director shall:*

* + Advertise shows, auditions, and events.
	+ Design advertising material including posters, flyers, and digital material such as for the group’s website. **May recruit publicity team to help in distributing advertising elements or in designing posters, etc.**
	+ Develop detailed advertising budget within budget ceiling determined by Treasurer.

Additional responsibilities may include:

* Acting as the head of publicity for a particular show.

*The Technical Director shall:*

* Managing and collecting elements of the club’s personal technological inventory including sound effects, lighting gobos, smoke machines, etc.
* Creates and coordinates technical workshops including workshops for designers and operators in the fields of lighting, sound, set, costume and props. **May delegate the running of workshops to other experienced individuals.**
* Serves as a consultant to production staff on technical issues.

Additional responsibilities may include:

* Recruits technical directors for particular shows and events or takes on the role of technical director for a particular show if none other is present.

Preferred Experience:

* Experience in lighting and sound design or operation.

*The Costume Manager shall:*

* Manage the club’s personal inventory of costume pieces including the cleaning and repairing of costumes. **May delegate the labour of cleaning and repairing to other individuals.**
* Find individuals to act as costume designers for a particular show.
* Work with the costume designer to identify and obtain (rents, borrows, builds) costume requirements for the production based on set design and production script. The President, show director and Treasurer provide input.
* Organizes return of cleaned costumes to general club storage after production.

Additional responsibilities may include:

* Acting as the costume designer when none are present.

*The Set and Properties Manager shall:*

* Identify and obtain (rents, borrows, builds) property requirements for the production based on set design and production script. The President, show director, Treasurer, set designer, and props designer provide input.
* Find individuals to act as set designers and property designers for a particular show.
* Manage the club’s personal inventory of set pieces and props.

Additional responsibilities may include:

* Acting as the set/prop designers when none are present.

*The House Manager shall:*

* Manage the buying and selling of concessions in adherence to UTMSU Sustainability Rules. (eg.No selling bottled water unless the UTMSU Sustainability Coordinator is asked for permission. Food sold must be at least 50% vegan or vegetarian.)
* Recruiting and managing ushers for particular productions or events.
* Organizing the selling of tickets including ticket printing, distribution by cast, returning unsold tickets to theatre, and tracking complimentary tickets.

*The Photographer shall:*

* Photographs at auditions.
* Photographs for advertisements and paper submissions.
* Photographs individual and activity photos for programs.
* Photographs for web site.
* Photographs for productions and events where necessary.

*The Program Designer shall:*

* Designs production/event program. The Program Designer is responsible for getting bios and photos from the cast. The Treasurer is responsible for providing all sold program advertisements.
* Arranges to have program printed.
* Coordinates with theater house manager to have programs distributed to attendees.

*The Social Representative(s) shall:*

* Organize social functions for the club in collaboration with the Executive Board.
* Select a social crew when appropriate. Designate individuals to be responsible for specific social activities.

*The UTeam Squad representative(s) shall:*

* Be responsible for the promotion and encouragement of student participation in UTMSU events and campaigns.

*The Sustainability Representative shall:*

* Come up with more sustainable ways to complete various tasks when applicable.

Election committee

*The CRO shall:*

* Supervise electoral process according to the guidelines outlined in Article 5.

Requirements:

* Elected by executive board.
* **Approved** by the Clubs Coordinator.

*The (2) Scrutinizers shall:*

* Aid the CRO with the electoral process according to the guidelines outlined in Article 5. (for election process)

Requirements:

* Elected by executive board.

**Termination of Executives or General Members:**

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club’s membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

1. **Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.