

# Board of Directors

## Structure, Roles, & Responsibilities

### Structure

The Board of Directors is composed of a minimum of 4 Officers and a number of Members holding voting powers within the company.

- The Officers of the company are President, Vice-President, Secretary, Treasurer.
- The Members of the company are Fundraising & Sponsorship Coordinator, Member At-Large, and any other title deemed fit by the Board of Directors.
- The Secretary and Treasurer may hold other titles/positions on the board and may also be held by the same person.
- The Board of Directors meet at least once each financial year to review and establish operations within the company.
- If at any point a member resigns their duties from the Board of Directors prior to the end of financial year, they must submit a letter of resignation to the President.
- Regardless of quorum, a vacant Board position may be elected or appointed by the remaining Board Members to fill such a vacancy.

### Roles & Responsibilities

The roles, duties, and rights of the Officers & Members of the Board of Directors are as followed:

#### President

- Acts as the face and general supervisor of the company, ensuring Company Policies and affairs are respected throughout all activities.
- Acts as signatory for all funds, securities, policies, contracts and other monetary needs, alongside the Vice-President.
- Ensure all orders and resolutions adopted by the Board are put into effect and respected.
- Attends all committee meetings to ensure they are functioning accordingly.

#### Vice-President

- **Perform the duties and retain the rights of the President during the absence or vacancy of the President in any and all activities.**
- Acts as an additional signatory for all funds, securities, policies, contracts, and other monetary needs.
- Remains closely acquainted with the President and all the activities of the company.

#### Secretary

- Takes and organizes notes during all meetings on behalf of the Board of Directors.
- Sees that all company documents, agendas, and notes are kept and organized in the Starcatcher Productions Google Drive. Communicates to the other Members of the Board to ensure they are keeping their work within the Google Drive organized.

- Ensures meeting notes, along with any Action Items, from Board meetings are organized and uploaded to the Google Drive within 48 hours after the meeting.
- Along with the President, prepares Board meeting agendas and circulates them one week prior to the scheduled meeting. Any changes to the agenda, after a week prior to the meeting, is communicated to the Board as soon as possible.
- Helps schedule and organize Board meetings.
- Performs any other duties necessary for the organization and book-keeping of the company, including reading and drafting emails, letters, and reports.

### Treasurer

- Alongside the President, is responsible for all funds and books of the company and manages funds in the name of the company with appointed banks.
- Writes and presents financial reports and statements and answers any questions from the Board regarding financial information.
- Works with show Producers to determine production budgets, how receipts are collected, and how payment is received and given out in the name of the company.
- Alongside the President, reports, approves and signs-off on all reimbursement claims for the company.
- Organizes and writes cheques to be signed by the President and Vice-President.
- Ensures all bills and expenses issued to the company are updated and paid for.
- Creates, keeps, and organizes all financial documents in the Starcatcher Productions Google Drive.

### Fundraising and Sponsorship Coordinator

- Determines what purpose the funds are being raised for.
- Develops and initiates fundraising and sponsorship action plans and answers any questions from the Board regarding fundraising and sponsorship work.
- Identifies potential sources of funds, e.g. sponsorships, grants, etc.
- Is the primary liaison for all sponsorship, fundraiser and grant contacts.
- Works with the President to facilitate and obtain monetary sponsorships from local businesses.
- Discovers, researches, and proposes grants suitable for the company to the Board of Directors. Once approved, does the necessary work, alongside the President and Treasurer, to obtain the grant funds.
- Creates, keeps, and organizes all fundraising, sponsorships, and grant documentation in the Starcatcher Productions Google Drive.

### Member At-Large

- Attends, contributes, and votes at meetings.
- Duties and responsibilities vary according to the needs of the company directed by the President, Vice-President, Treasurer, and/or Secretary.