

KIRK PLAYERS MANUAL

Revised and adopted on July 19, 2019

CONSTITUTION EXCERPT

The Manual may be altered, amended, or repealed by an affirmative majority vote of the Board and Members at any meeting.

Table of Contents

BOARD OF DIRECTORS	2
ADMINISTRATIVE DIRECTOR	3
ARTISTIC DIRECTOR	4
COMMUNICATIONS DIRECTOR	5
FINANCIAL DIRECTOR	6
MEMBERSHIP DIRECTOR	7
PUBLIC RELATIONS DIRECTOR	8
SALES DIRECTOR.....	9
OFFICERS	10
PRESIDENT	11
VICE PRESIDENT.....	12
STANDING COMMITTEES	13
ARTISTIC DEVELOPMENT COMMITTEE	14
AWARDS COMMITTEE	15
COMMUNICATIONS COMMITTEE	16
HOSPITALITY COMMITTEE.....	17
MEMBERSHIP COMMITTEE	18
NOMINATING COMMITTEE	19
PLAY SELECTION COMMITTEE	20
PROPERTIES AND FACILITIES COMMITTEE	21
PUBLIC RELATIONS COMMITTEE	22
SALES COMMITTEE	23

KIRK PLAYERS BOARD OF DIRECTORS

CONSTITUTION EXCERPT

The management of Kirk Players is vested in the Board of Directors (the “Board”). In addition to the power and authorities conferred upon it by the Constitution, the Board will exercise all judgment not prohibited by the Constitution. The Board will be comprised of seven (7) elected Members. The following sets forth guidelines for responsibilities of the Board.

ADMINISTRATIVE DIRECTOR TERM: TWO YEARS

1. OBJECTIVE

To ensure records of Kirk Players are maintained, seek and manage grant applications, and provide administrative support to the Artistic Director.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the Board will assume the duties of the position until a replacement is appointed by the President.

4. RESPONSIBILITIES

- 4.1 Serve as a Board Member.
- 4.2 Attend Board and Member meetings and submit reports.
- 4.3 Convene and direct the Performing Arts Scholarship Ad Hoc Committee.
- 4.4 Create and maintain a detailed manual of Administrative Director operations to be reviewed annually and updated as necessary.
- 4.5 Maintain and annually review the Performing Arts Scholarship Policy.
- 4.6 Provide content to the Communications Committee for publication.
- 4.7 Take and report Board, Member and special meeting minutes.
- 4.8 Coordinate the development and production of the Annual Report.
- 4.9 Select and maintain a central repository for vital records.
- 4.10 Create and maintain a records retention policy.
- 4.11 Maintain a master calendar.
- 4.12 Provide administrative support to the Artistic Director.
- 4.13 Seek and manage grant applications.
- 4.14 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

ARTISTIC DIRECTOR TERM: TWO YEARS

1. OBJECTIVE

To provide leadership in artistic endeavors of Kirk Players and to develop an artistic vision reflective of the organization.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the President will convene a Special Meeting of the Board to develop a plan to ensure the Artistic Director's duties are covered and to appoint a replacement. Such plan and appointment will be approved by an affirmative simple majority vote of the Board.

4. RESPONSIBILITIES

- 4.1 Serve as a Board Member.
- 4.2 Attend Board and Member meetings and submit reports.
- 4.3 Convene and direct the Artistic Development, Awards, and Play Selection Committees.
- 4.4 Create and maintain a manual of Artistic Development Director operations to be reviewed annually and updated as necessary.
- 4.5 Appoint or approve the Management Team and Technical Leads for each Production.
- 4.6 Cast Productions.
- 4.7 Provide content to the Communications Committee for publication.
- 4.8 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

COMMUNICATIONS DIRECTOR TERM: TWO YEARS

1. OBJECTIVE

To ensure the production and dissemination of content, maintain Kirk Players' website, and provide communications with Members and audiences.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the Board will assume the duties of the position until a replacement is appointed by the Board.

4. RESPONSIBILITIES

- 4.1 Serve as Board Member.
- 4.2 Attend Board and Member meetings and submit reports.
- 4.3 Convene and direct the Communications Committee.
- 4.4 Create and maintain a detailed manual of Communications Director operations to be reviewed annually and updated as necessary.
- 4.5 Communicate deadlines.
- 4.6 Serve as content editor.
- 4.7 Publish and communicate content.
- 4.8 Maintain and oversee website.
- 4.9 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

FINANCIAL DIRECTOR TERM: TWO YEARS

1. OBJECTIVE

To ensure financial accountability of Kirk Players is maintained and reported to Members and required agencies. The Financial Director will also oversee the maintenance and storage of all physical properties and negotiate facility arrangements for Kirk Players.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the Board shall assume the duties of the position until a replacement is appointed by the Board.

4. RESPONSIBILITIES

- 4.1 Serve as a Board Member.
- 4.2 Attend Board and Member meetings and submit reports.
- 4.3 Convene and direct the Properties and Facilities Committee.
- 4.4 Create and maintain a detailed manual of Financial Director operations to be reviewed annually and updated as necessary.
- 4.5 Recommend for Board approval and appoint an external accountant in order to maintain internal checks and balances.
- 4.6 Maintain or facilitate maintenance of financial records.
- 4.7 Serve as custodian of funds.
- 4.8 Provide content to the Communications Committee for publication.
- 4.9 Co-sign any financial documents. If the Financial Director is elected President, the Vice President will co-sign said documents.
- 4.10 Assume responsibility for maintenance and storage of physical properties.
- 4.11 Manage all keys to facilities.
- 4.13 Collect and distribute mail.
- 4.14 Negotiate facility arrangements for Official Activities.
- 4.15 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

MEMBERSHIP DIRECTOR
TERM: TWO YEARS

1. OBJECTIVE

The objective of this position is to ensure Kirk Players has Active Members through timely communication, recruitment, accurate Member record-keeping, and promotion of fellowship and hospitality during Official Activities.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the Board will assume the duties of the position until a replacement is appointed by the Board.

4. RESPONSIBILITIES

- 4.1 Serve as a Board Member.
- 4.2 Attend Board and Member meetings and submit reports.
- 4.3 Convene and direct the Membership and Hospitality Committees.
- 4.4 Create and maintain a detailed manual of Membership Director operations to be reviewed annually and updated as necessary.
- 4.5 Oversee the development and maintenance of Member records.
- 4.6 Oversee the development and distribution of a Member directory.
- 4.7 Provide content to the Communications Committee for publication.
- 4.8 Communicate Member Expectations.
- 4.9 Oversee the development and implementation of a Member recruitment program.
- 4.10 Work with other Standing and Ad Hoc Committees to promote hospitality and fellowship among Members and to achieve the objectives of this position and of Kirk Players.

**PUBLIC RELATIONS DIRECTOR
TERM: TWO YEARS**

1. OBJECTIVE

To help enhance the organization's identity, develop and maintain a strong public awareness of the organization, and help produce the largest possible audience.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the Board will assume the duties of the position until a replacement is appointed by the Board.

4. RESPONSIBILITIES

- 4.1 Serve as Board Member.
- 4.2 Attend Board and Member meetings and submit reports.
- 4.3 Convene and direct the activities of the Public Relations Committee.
- 4.4 Create and maintain a detailed manual of Public Relations Director operations to be reviewed annually and updated as necessary.
- 4.5 Oversee production and distribution of marketing program material content.
- 4.6 Coordinate photography.
- 4.7 Act as Kirk Players liaison to the community.
- 4.8 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

**SALES DIRECTOR
TERM: TWO YEARS**

1. OBJECTIVE

To ensure the financial health of the corporation continues by coordinating and managing sponsor, advertiser, Season and Production ticket sales and any other sales that are deemed appropriate, ensure audience comfort and safety, and maintain sales records.

2. ELECTION PROCESS

Elected by an affirmative simple majority vote of Members from a Slate presented by the Nominating Committee.

3. VACANCIES

In the event of a vacancy the Board will assume the duties of the position until a replacement is appointed by the Board.

4. RESPONSIBILITIES

4.1 Serve as a Board Member.

4.2 Attend Board and Member meetings and submit reports.

4.3 Convene and direct the Sales Committee.

4.4 Create and maintain a manual of Sales Director operations to be reviewed annually and updated as necessary.

4.5 Maintain, update, and manage web-based sales platforms (e.g., credit card sites).

4.6 Maintain sales records.

4.7 Train box office staff.

4.8 Advertising and Sponsorship Revenue:

4.8.1 Review advertisement prices annually and recommend changes for Board approval.

4.8.2 Oversee sales and contracts with merchants, professionals, patrons, and others.

4.8.3 Provide content (ad copy, prices, etc.) to the Communications Committee for publication.

4.9 Tickets:

4.9.1 Oversee the design, printing, and distribution of tickets.

4.9.2 Provide content (ticket prices, ticket availability, web links to tickets, etc.) to the Communications Committee for publication.

4.9.3 Oversee the box office (appoint house manager, box office staff, maintain cash box, etc.).

4.10 Audience:

4.10.1 Oversee relations with audiences and ensure audience comfort and safety.

4.10.2 Maintain the box office phone and respond to calls and messages.

4.11 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

KIRK PLAYERS OFFICERS

CONSTITUTION EXCERPT

The Board will elect Officers from amongst themselves, subject to an affirmative simple majority vote of the Board. Officers will provide leadership to all aspects of Kirk Players. The following sets forth guidelines for Officer responsibilities.

PRESIDENT TERM: ONE YEAR

1. OBJECTIVE

To provide leadership and facilitate Board and Member meetings, provide a tie-breaking vote when needed during Annual Meeting elections, and co-sign financial and legal documents.

2. ELECTION PROCESS

On an annual basis the Board will elect from its Board Members a President, by affirmative simple majority vote, who will be responsible to the Board and Members.

3. VACANCIES

In the event of a vacancy the Board will elect from its remaining Board Members, a new President.

4. RESPONSIBILITIES

- 4.1 Serve on the Board.
- 4.2 Attend Board and Member meetings.
- 4.3 Convene and direct Board and Member meetings, notifying the Vice President as soon as possible when unable to attend such meetings.
- 4.4 Create and maintain a detailed manual of Presidential duties to be reviewed annually and updated as necessary.
- 4.5 Provide content to the Communications Committee for publication.
- 4.6 Cast election votes during the Annual Meeting only when a tie vote must be broken.
- 4.7 Co-sign financial and legal documents.
- 4.8 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

VICE PRESIDENT TERM: ONE YEAR

1. OBJECTIVE

To assist the President during their absence by providing leadership and facilitating Board and Member meetings, providing a tie-breaking vote when needed during Annual Meeting elections, and co-signing financial and legal documents.

2. ELECTION PROCESS

On an annual basis the Board will elect from its Board Members a Vice President by an affirmative simple majority vote, who will be responsible to the President, Board, and Members.

3. VACANCIES

In the event of a vacancy the Board will elect from its remaining Board Members, a new Vice President.

4. RESPONSIBILITIES

- 4.1 Serve on the Board.
- 4.2 Attend Board and Member meetings.
- 4.3 Convene and direct Board and Member meetings in the President's absence.
- 4.4 Provide content to the Communications Committee for publication.
- 4.5 Cast votes during Annual Meeting elections when a tie vote must be broken in the President's absence.
- 4.6 Co-sign financial and legal documents in the President's absence and/or when the Financial Director has been elected President.
- 4.7 Work with other Standing and Ad Hoc Committees to achieve the objectives of this position and of Kirk Players.

KIRK PLAYERS STANDING COMMITTEES

CONSTITUTION EXCERPT

Active Members are annually appointed by the Board to participate on Standing Committees that perform essential functions required to fulfill Kirk Players objectives. The following sets forth guidelines for responsibilities of these Standing Committees.

ARTISTIC DEVELOPMENT COMMITTEE

1. COMPOSITION

Chairman: Artistic Director

Members: Artistic Development Committee is composed of the Artistic Director and at least four (4) non-Board Members appointed by the President.

2. OBJECTIVE

To organize Official Activities to expand interests and talents in theater.

3. AUTHORITY

The Artistic Development Committee is responsible to the Artistic Director.

4. RESPONSIBILITIES

4.1 Create and maintain a manual of Artistic Development Committee operations to be reviewed annually and updated as necessary.

4.2 Create and maintain the Audition Form.

4.3 Create and maintain the Performance Review Form used for the purpose of the Director Preparation Program.

4.4 Maintain a current list of Kirk Players Directors.

4.5 Seek and recommend special Productions for approval by an affirmative simple majority vote of the Board.

4.6 Create and annually review Casting, Working With Children, Director Preparation Program, and Production Policies.

4.7 Provide content to the Communications Committee for publication.

4.8 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

AWARDS COMMITTEE

1. COMPOSITION

Chairman: Artistic Director

Members: Awards Committee is composed of the Artistic Director and at least four (4) non-Board Members appointed by the Board.

2. OBJECTIVE

To assess and recommend for Board approval nominations for recognition of excellence and service.

3. AUTHORITY

The Awards Committee is responsible to the Artistic Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a manual of Awards Committee operations to be reviewed annually and updated as necessary.
- 4.2 Convene throughout the Season to assess contributions and performances.
- 4.3 Meet with Production Directors to seek input.
- 4.4 Present recognition nominations for Board approval by an affirmative simple majority vote, by mid-July annually.
- 4.5 Conduct balloting and voting of recognition nominations.
- 4.6 Provide content to the Communications Committee for publication.
- 4.7 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

COMMUNICATIONS COMMITTEE

1. COMPOSITION

Chairman: Communications Director

Members: Communications Committee is composed of the Communications Director and at least four (4) non-Board Members appointed by the Board.

2. OBJECTIVE

To ensure the production and dissemination of content, maintain Kirk Players' website, and provide communications with Members and audiences.

3. AUTHORITY

The Communications Committee is responsible to the Communications Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a detailed manual of Communications Committee operations to be reviewed annually and updated as necessary.
- 4.2 Communicate deadlines.
- 4.3 Edit content.
- 4.4 Publish and communicate content.
- 4.5 Maintain and oversee website.
- 4.6 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

HOSPITALITY COMMITTEE

1. COMPOSITION

Chairman: Membership Director

Members: Hospitality Committee is composed of the Membership Director and at least six (6) non-Board Members appointed by the Board

2. OBJECTIVE

To ensure Members, their families, and friends have opportunities for social interaction through Official Activities.

3. AUTHORITY

The Hospitality Committee is responsible to the Membership Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a detailed manual for Hospitality Committee operations to be reviewed annually and updated as necessary.
- 4.2 Provide content to the Communications Committee for publication.
- 4.3 Provide opportunities for social interaction through Official Activities.
- 4.4 Provide food and beverages to set construction crews.
- 4.5 Offer assistance for cast parties.
- 4.6 Provide support as requested by other Standing and Ad Hoc Committees or Official Activities as needed.
- 4.7 Provide refreshments during intermissions of Season Productions.
- 4.8 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

MEMBERSHIP COMMITTEE

1. COMPOSITION

Chairman: Membership Director

Members: Membership Committee is composed of the Membership Director and at least five (5) non-Board Members appointed by the Board. One (1) member of the Membership Committee will also be a Member of the Communications Committee.

2. OBJECTIVE

To solicit and encourage interested and qualified persons to become Members and to help encourage Members' active interest.

3. AUTHORITY

The Membership Committee is responsible to the Membership Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a detailed manual of Membership Committee operations to be reviewed annually and updated as necessary.
- 4.2 Maintain and annually review the Member Policy.
- 4.3 Maintain accurate records regarding participation of Members and potential Members in Official Activities.
- 4.4 Provide content to the Communications Committee for publication.
- 4.5 Recruit new Members.
- 4.6 Communicate information to Members on a timely basis (e.g. notices, meetings, dates).
- 4.7 Communicate Member Expectations.
- 4.8 Present to the Board recommendations for new Members and Member Status.
- 4.9 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

NOMINATING COMMITTEE

1. COMPOSITION

- Chairman: The Board will appoint a Board Member whose position is not subject for re-election in the current year the Nominating Committee is appointed.
- Members: Nominating Committee is composed of at least three (3) non-Board Members appointed by the Board. No Member will serve two (2) years in succession.

2. OBJECTIVE

To select candidates for election to the expiring seats on the Board.

3. RESPONSIBILITIES

- 3.1 Create and maintain a detailed manual of Nominating Committee operations to be reviewed annually and updated as necessary.
- 3.2 Maintain and annually review the Election Policy and Proxy ballot.
- 3.3 Provide content to the Communications Committee for publication.
- 3.4 Develop a Slate.
- 3.5 Present the Slate to the Board as an informational item prior to the Annual Meeting.
- 3.6 Present the Slate to Members at the August Member meeting.
- 3.7 Accept nominations taken from the floor with the consent of said nominee(s).
- 3.8 Conduct the Annual Meeting election.
- 3.9 The Nominating Committee Chairman will report the results to the President. In event of a tie, the President will cast the deciding vote verbally to the Nominating Committee Chairman and will immediately announce the results at the Annual Meeting.
- 3.10 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

PLAY SELECTION COMMITTEE

1. COMPOSITION

Chairman: Artistic Director

Members: Play Selection Committee is composed of the Artistic Director and at least three (3) non-Board Members appointed by the Board. At least one non-Board Member should have a strong technical background.

2. OBJECTIVE

To recommend for Board approval a series of Season Productions.

3. AUTHORITY

The Play Selection Committee is responsible to the Artistic Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a manual of Play Selection Committee operations to be reviewed annually and updated as necessary.
- 4.2 Develop and maintain a Play Selection Review form for the purpose of providing feedback on potential Productions.
- 4.3 Retain copies of Play Selection Review forms.
- 4.4 Provide content to the Communications Committee for publication.
- 4.5 Obtain and circulate scripts among Committee members.
- 4.6 Seek suggestions of Productions from the Board and Members.
- 4.7 Review historical Play Selection Review forms for potential Productions.
- 4.8 Recommend a final selection of Season Productions for Board approval by an affirmative simple majority vote.
- 4.9 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

PROPERTIES AND FACILITIES COMMITTEE

1. COMPOSITION

Chairman: Financial Director

Members: Properties and Facilities Committee is composed of the Financial Director and at least three (3) non-Board Members appointed by the Board.

2. OBJECTIVE

To oversee the maintenance and storage of physical properties and to negotiate facility arrangements for Kirk Players.

3. AUTHORITY

The Properties and Facilities Committee is responsible to the Financial Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a detailed manual of Properties and Facilities Committee operations to be reviewed annually and updated as necessary.
- 4.2 Assume responsibility for the maintenance and storage of all physical properties.
- 4.3 Secure and maintain storage areas.
- 4.4 Negotiate all facility arrangements for Official Activities.
- 4.5 Provide content to the Communications Committee for publication.
- 4.6 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

PUBLIC RELATIONS COMMITTEE

1. COMPOSITION

Chairman: Public Relations Director

Members: Public Relations Committee is composed of the Public Relations Director and at least four (4) non-Board Members appointed by the Board. A member of the Public Relations Committee will also be a Member of the Communications Committee.

2. OBJECTIVE

To execute, plan, and implement cost-effective publicity campaigns to create, develop, and implement promotional programs, and to enhance the organization's identity.

3. AUTHORITY

The Public Relations Committee is responsible to the Public Relations Director.

4. RESPONSIBILITIES

- 4.1 Create and maintain a detailed manual of Public Relations Committee operations to be reviewed annually and updated as necessary.
- 4.2 Create and execute marketing programs (e.g., commercials, press releases, media posts, etc.).
- 4.3 Create and distribute marketing material content.
- 4.4 Coordinate photography.
- 4.5 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.

SALES COMMITTEE

1. COMPOSITION

Chairman: Sales Director

Members: Sales Committee is composed of the Sales Director and at least four (4) non-Board Members appointed by the Board. A member of the Sales Committee will also be a member of the Communications Committee.

2. OBJECTIVE

To sell sponsorships and advertisements for Fiscal Year revenue, coordinate ticket sales and any other sales that are deemed appropriate, ensure audience comfort and safety, and maintain sales records.

3. AUTHORITY

The Sales Committee is responsible to the Sales Director.

4. RESPONSIBILITIES

4.1 Create and maintain a manual of Sales Committee operations to be reviewed annually and updated as necessary.

4.2 Advertisers and Sponsors:

4.2.1 Review advertising and sponsor pricing annually and propose changes for Board approval.

4.2.2 Contact merchants, professionals, and patrons to solicit sponsorships.

4.2.3 Obtain signed contracts, clean ad copy, and collect appropriate fees.

4.2.4 Provide content (ad copy, prices, etc.) to Communications Committee for publication.

4.3 Tickets:

4.3.1 Review ticket pricing annually and recommend changes for Board approval.

4.3.2 Assist in the design, printing, and distribution of tickets.

4.3.3 Assist with box office (staffing, managing, recordkeeping, etc.).

4.3.4 Provide content (ticket prices, ticket availability, links to ticket pages, etc.) to Communications Committee for publication.

4.4 Audience:

4.4.1 Coordinate relations with audiences and ensure audience comfort and safety.

4.4.2 Staff the box office phone and respond to calls and messages on the box office phone.

4.5 Work with other Standing and Ad Hoc Committees to achieve the objective(s) of this committee and of Kirk Players.