

| | |
|-----------------------------------|--|
| President | <ul style="list-style-type: none"> • Overall coordination and leadership • Stage announcements and performance assignments • Management of legal and practical requirements for performances (agent and school coordination) • Interface with community groups and non-profits |
| Vice President | <ul style="list-style-type: none"> • Stand in for President as required • Coordination and leadership of marketing activities <ul style="list-style-type: none"> ○ Playbill schedules and content assurance ○ Media management: oversee interns, radio, news outlets ○ Consult on placement of media messages – placards, internet, etc. |
| Treasurer | <ul style="list-style-type: none"> • Planning, control, and disbursement of funds • Planning budget and tracking actuals • Submit tax and government forms as required • Ensure insurance is current and appropriate |
| Secretary | <ul style="list-style-type: none"> • Maintain records of meetings and other documentation as required |
| VP Programs | <ul style="list-style-type: none"> • Identify and initiate contracts with performers • Coordinate with President to complete contracts and book venue |
| Sponsor Relations | <ul style="list-style-type: none"> • Develop sponsorship offerings • Sell Playbill ads • Help set event sponsorships and plan sponsor events |
| Grants | <ul style="list-style-type: none"> • Write and follow-through for grants |
| Education | <ul style="list-style-type: none"> • Coordinate with schools for internships, scholarships, art contest, master classes • Coordinate lobby performances |
| Hospitality | <ul style="list-style-type: none"> • Provide meals and snacks for performers, per contracts • Represent a personal face to performers for the Forum |
| Membership | <ul style="list-style-type: none"> • Track and communicate with subscribers • E-Blasts, postcards, ticket office, TIX content management |
| Planning | <ul style="list-style-type: none"> • Develop, deliver, and analyze community and subscriber feedback • Help set direction for performances |
| External Relations | <ul style="list-style-type: none"> • Develop outside contracts for board training and performer sourcing |
| Technology & Operations | <ul style="list-style-type: none"> • Manage the Forum web site • Manage the Forum Facebook page and other social media |
| Volunteers | <ul style="list-style-type: none"> • Provide volunteers to work at each performance – ushers, other helpers • Manage the Playbill stock |
| Executive Committee Administrator | <ul style="list-style-type: none"> • Bookkeeping and QuickBooks • TIX management • Box office management |
| Student Interns | <ul style="list-style-type: none"> • Contracted for stage, lighting, sound, publicity tasks |

Every board member is invited to visit with performers, participate in developing marketing materials, and perform other tasks as they arise. All members are also asked to constantly identify potential board members and gauge their interest.