

POSITION DESCRIPTION SUMMARY – BOARD OF DIRECTORS KEMPENFELT COMMUNITY PLAYERS

KCP has expanded its Board of Directors to 11 positions. In addition to the standard offices of Chair, Vice-Chair, Secretary, and Treasurer, KCP has developed six distinct Directorships to oversee the handling of the organization's business: Sponsorship & Fund Raising, Marketing & Media Relations, Community & Social Networks, Communications, Programming, and Facilities. As well, the position of Executive Producer has been created to directly oversee the productions.

Full Position Descriptions have been developed for all positions, which are available on request. The following summaries of each Position are intended as brief overviews only.

CHAIR

As the Chief Executive Officer of the Organization, the Chair oversees the general management and direction of KCP business activities. The Chair arranges and presides over monthly meetings, as well as the AGM, and distributes meeting agendas and also serves as a Mentor and/or Facilitator to other Members and Volunteers. Please note: this position requires previous KCP Board experience.

VICE - CHAIR

During the absence of the Chair, the Secretary, or the Treasurer, their duties will be performed by the Vice-Chair. And, the Vice-Chair handles Community Relations, liaising with The City of Barrie as well as other community and industry members. Please note: this position requires previous KCP Board experience.

SECRETARY

The Secretary shall enter minutes of all meetings and will be responsible for the filing and distribution of those minutes. The Secretary shall also receive and file the agendas and minutes of Committee meetings and other reports of the Corporation. The Secretary shall also manage and distribute the Corporation's Annual Calendar.

TREASURER

The Treasurer shall keep records of all revenues and expenses of the Corporation, control the deposit of money and the disbursements of funds, and shall give to the Board a regular account of all transactions and of the financial position of KCP. The Treasurer also provides financial reporting as needed for grant programs and sponsorship management.

EXECUTIVE PRODUCER

The Executive Producer will oversee KCP's stage production activities. Serving as Board Liaison, the EP will work with Production and Creative Teams to facilitate timelines, budgets, and logistics and ensure the production are operating within KCP-approved standards. Please note: this position requires previous KCP Producer and/or Production Director experience.

DIRECTOR FOR COMMUNICATIONS

The Director for Communications will oversee the Organization's communications needs including Newsletter and Media Materials Development, Contacts Management, and Public Relations.

DIRECTOR FOR FACILITIES

The Director for Facilities will oversee the Organization's facilities and assets, including the Costumes, Props and Sets Departments, Sound & Lighting Resources, Building Management, and Show Logistics.

DIRECTOR FOR MARKETING & MEDIA RELATIONS

The Director for Marketing & Media Relations will spearhead the Organization's traditional marketing activities including the print and radio advertising for each KCP production. The Director will serve as the Organization's media contact, and will work directly with the Director for Social & Community Networks to ensure a public profile for KCP and its productions.

DIRECTOR FOR PROGRAMMING

The Director for Programming will spearhead the Organization's special projects including the Reading Committee, Volunteer Management, and Stage Workshops & Mentorship Program Development.

DIRECTOR FOR SOCIAL & COMMUNITY NETWORKS

The Director for Social & Community Networks will spearhead the Organization's on-line and community-based marketing activities including social media, website, and community calendars and listings for each KCP production, and will work directly with the Director for Marketing & Media Relations to ensure a public profile for KCP and its productions.

DIRECTOR FOR SPONSORSHIP & FUND RAISING

The Director for Sponsorship & Fund Raising will spearhead the Organization's fund-raising activities including Sponsorship and Ad Sales, Group Sales and Special Events. The Director may also facilitate the fund-raising activities of Members involved in Grant Writing and special events.